

DETAILS OF THE POST
SENIOR PROJECT OFFICER
HEALTH SECTOR DEVELOPMENT

Applications are invited from interested and suitably qualified professionals who are nationals of the Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the above-mentioned position in the CARICOM Secretariat with assigned duty station in Guyana.

2. FUNCTIONS OF THE POST

The Senior Project Officer (SPO) is responsible for assisting with the execution of the Health Sector Development Work Plan and implementation of policy decisions through supporting the monitoring and implementation of policies and strategies aimed at achieving a progressive advancement of the Health Agenda and Regional Public Goods. The SPO is also responsible for the effective management, coordination, and implementation of projects within the Directorate of Human and Social Development, including oversight of grants and stakeholder engagement, in support of the organization's strategic priorities.

3. QUALIFICATIONS AND EXPERIENCE

I. Candidates **must** possess a Master's Degree in Project Management, Public Health or other health-related field including specialized training and/or proven experience in the following areas:

- ☐ Project Management/Leadership Procedures
- ☐ Health Prevention Strategies
- ☐ Caribbean Cooperation in Health
- ☐ Developing resiliencies against health risk-taking behaviors
- ☐ Risk Assessments
- ☐ Development Statistics
- ☐ Research and Health Policy Development
- ☐ Project Planning and Management, including the writing of Project Proposals
- ☐ Project Monitoring and Evaluation
- ☐ Microsoft Suite (Word, Excel, PowerPoint, Project)

II. Candidates **must** have at least five (5) years of relevant experience in Project Management, Public Health or other health-related field, working in one or more of the following:

- ☐ A regional/International Institution
- ☐ National Health Ministry/Agency

Additionally, the following skills and abilities are required:

- ☐ Strong oral and written communication skills.
- ☐ Strong interpersonal skills.

- Strong research and analytical skills.
- Excellent organizational and coordination abilities.
- Budget preparation.
- Report writing and documentation.

4. DUTIES AND RESPONSIBILITIES

- 4.1 **CONTRIBUTES** to the development of funding proposals for projects; **ASSISTS** the Secretariat in mobilizing financing and **LIAISES** with potential donors and development partners including bilateral and multilateral agencies to facilitate financing opportunities and long-term collaboration in this regard;
- 4.2 **PROVIDES** technical leadership for project implementation ensuring adherence to work plans, timelines and agreed deliverables in accordance with agreed schedules, and **EVALUATES** their impact;
- 4.3 **APPLIES** sound project management principles and methodologies to achieve project objectives under the Grant Agreement;
- 4.4 **ESTABLISHES** and **MAINTAINS** strong working relationships with national, regional, and international partners, including Ministries of Health, NGOs, and other relevant stakeholders;
- 4.5 **MONITORS** project implementation and **PROVIDES** timely advice on implementation challenges to facilitate speedy resolution and course of correction;
- 4.6 **SUPERVISES** Consultants engaged to undertake activities and **PARTICIPATES** in the process for selection of Consultants;
- 4.7 **INITIATES** action and **LIAISES** with the Ministries responsible for health programmes, national, regional and international agencies, NGOs, and other relevant institutions in order to enhance stakeholder participation;
- 4.8 **DEVELOPS** analytical reports, substantive documents, and updates for submission to management, donor agencies, and regional governance bodies;
- 4.9 **PREPARES** substantive reports and analytical papers to the Programme Manager, as required, for submission to HSD management and the Council of Human and Social Development (COHSOD);
- 4.10 **MONITORS** and **CONTROLS** expenditures and **ENSURES** adequate management of the resources provided for all approved projects;
- 4.11 **MONITORS** the dissemination of information relevant to all projects;
- 4.12 **ENSURES** external audits are successfully conducted in accordance with donor and internal policies;

- 4.13 **SUPERVISES** the roles and responsibilities across service delivery areas;
- 4.14 **PROVIDES** inputs into the Unit's Work Programme and Budget; **ENSURES** that programme activity is consistent with the implementation schedule;
- 4.15 **ASSISTS** in logistical and administrative activities to facilitate the convening of meetings and other events; and
- 4.16 **REPRESENTS** the Secretariat at national, regional and international meetings and other events.

In addition to the Results and Activities outlined above, the incumbent is expected to perform any other relevant duties and responsibilities in keeping with job functions.

5. EMOLUMENTS AND BENEFITS

This is an S2 post. The salary range for this position is EC\$10,655.00 to EC\$13,638.00 per month.

6. EDUCATION GRANT

The officer shall be eligible for the payment of an education grant in respect of children (including stepchildren and legally adopted children) who require reasonable education facilities that are not available at the assigned duty station or whose education the officer would not want to disrupt in relocating to take up this appointment.

The grant shall apply to children under the age of twenty-three (23) years and shall not exceed seventy-five per cent (75%) of the cost of tuition (including textbooks), room and board up to a maximum total of EC\$16,200.00 per year per child for a maximum of two (2) children at any one time. The grant is payable for a maximum of five (5) years.

7. SETTLEMENT GRANT

On assumption of duty in Guyana, the officer shall be paid a settlement grant in respect of the staff member, his or her spouse and each eligible child or other approved dependent. The number of dependents eligible for the Settlement Grant shall not exceed six (6) persons.

8. RECRUITMENT AND APPOINTMENT

Appointment may be on the permanent establishment or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. It will be subject to such staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community Secretariat.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen (18) years, unmarried and dependent on the

officer) and for such other dependents not exceeding two (2) as may be approved by the Secretary-General, provided that the number of children and other dependents does not exceed six (6) in all.

In addition to passages, the officer will be granted the following transportation allowances:

- (i) ocean freight charges, including insurance, for shipping personal and household effects to Guyana, not exceeding 45.3 cubic meters, plus a motor car (if the officer already owns one);
- (ii) the cost of transporting baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence in Guyana; and
- (iii) the cost of packing and crating personal and household effects.

9. LEAVE

The officer will be eligible for twenty (20) working days' vacation leave a year and a leave grant after every twelve (12) months of service in respect of the officer, spouse and up to two (2) other approved dependents.

10. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities extended to officials of the Caribbean Community in accordance with Article 8 of the Community's Headquarters Agreement with the Government of Guyana.

11. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to your acceptance by the Secretariat's insurance carrier, the officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the officer will contribute fifty per cent (50%) of the premium. The life and accident insurance scheme is non-contributory.

12. SUPERANNUATION

An officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 percent of the officer's basic salary to the pension plan. Where the appointment is on secondment, the Secretariat will pay to the officer's substantive employer, over the period of secondment, a contribution not exceeding twenty-five per cent (25%) of the pensionable salary normally payable to the officer by that employer so as to maintain the pensionable status of the officer in the substantive employment.

13. APPLICATIONS

Applications in English Language with full curriculum vitae details, including the email addresses of three (3) referees (**at least two of whom must be familiar with the applicant's work**), should be addressed to:

Adviser

Human Resource Management

Caribbean Community Secretariat

Turkeyen, Greater Georgetown, Guyana

and sent via email to recruitment@caricom.org - The title of the vacancy must be clearly identified in the subject line of the email.

- 14.** The deadline for the submission of applications is **Friday, 19 September 2025**.