

DETAILS OF THE POST
TECHNICAL ASSISTANT TO THE ASSISTANT SECRETARY-GENERAL
ECONOMIC INTEGRATION, INNOVATION AND DEVELOPMENT (EIID)

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 Technical Assistant to the Assistant Secretary-General (ASG), EIID, will provide technical support to the ASG in both technical and administrative capacities. In particular, the Technical Assistant will provide support in elaborating and implementing the innovation aspects of the Directorate's work. He/she will also assist the ASG-EIID with undertaking analytical work related to activities covered by the Directorate. The Technical Assistant will also assist with the monitoring and fine-tuning of the Results Based Management (RBM) aspects of the EIID's Work Programme as well as performing any other duties as required.

3. QUALIFICATIONS AND EXPERIENCE

Candidates must possess a Master's Degree in Economics, Development Studies, or a similar field, **plus** at least seven (7) years' post qualification experience in a similar or related field, preferably gained through work experience at one or more of the following entities:

- ☐ Ministry of Finance
- ☐ Ministry of Economic Development
- ☐ National Planning Institute
- ☐ Regional or National Central or Development Bank
- ☐ International or regional institution
- ☐ University

The incumbent must possess specialized training in and/or working knowledge of:

- ☐ The functioning of Regional and International Organizations;
- ☐ Economic integration arrangements; and
- ☐ International economic and trade relations

In addition, the incumbent must possess strong interpersonal, writing and oral communication skills and must demonstrate quick but sound judgment in situations requiring analysis, interpretative and evaluative skills as well as be able to provide insights and leadership to junior colleagues within the Directorate.

4. DUTIES AND RESPONSIBILITIES

Key Result Area 1: Assists with elaborating, monitoring, and reporting on Innovation aspects of the EIID activities.

Activities

- 1.1 **KEEPS** track of developments in innovation in the CARICOM Region;
- 1.2 **LIAISES** with International and Regional Institutions involved in enhancing innovation and competitiveness in the region;
- 1.3 **UNDERTAKES** research on innovation and development in the region;
- 1.4 **REVIEWS** and **EDITS** briefs, reports and speeches to ensure congruence with Community policy and Secretariat objectives;
- 1.5 **REPRESENTS** the Secretariat at external meetings and conferences as required; and
- 1.6 **REPRESENTS** the Directorate on internal strategic committees.

Key Result Area 2: Undertakes analytical work independently and in conjunction with the ASG-EIID on activities relevant to the work of the EIID Directorate.

Activities

- 2.1 **COLLECTS** and **COMPILES** information on Member States;
- 2.2 **MAINTAINS** and **UPDATES** quantitative and qualitative economic, financial or statistical databases; and
- 2.3 **DRAFTS** analytical pieces relevant to the work of the EIID Directorate.

Key Result Area 3: Monitoring and Evaluation.

Activities

- 3.1 **MONITORS** and **FINE-TUNES** the Results-Based Management (RBM) aspects of the EIID Work Programme, **SUPPORTS** the development of the RBM framework in EIID, and **WORKS** closely with Programme Leads in designing their project log-frames;
- 3.2 **MAINTAINS** an Early Alert Mechanism to monitor project deliverables with a view to advising the ASG on interventions required to streamline project implementation, **MAINTAINS** a Project Database for the Directorate, **TRACKS** implementation of the Work Programme, and **MAKES** recommendations for interventions by the ASG; and
- 3.3 **MONITORS** analytical projects conducted jointly with other CARICOM Directorates and regional and international institutions.

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 S3 post. The salary range for this position is EC\$11,868.00 to EC\$15,190.00 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 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 the grant of vacation leave at the rate of twenty (20) working days a year and a leave grant after every twelve (12) months of service in respect of the officer, spouse and up to two (2) dependent children.

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 should be clearly identified in the subject line of the email.

14. The deadline for the submission of applications is **Friday, 7 March 2025.**