

INTRAOFFICE MEMORANDUM

TO: All Staff *Mark Sami* **DATE:** November 7, 2023
FROM: Director – Corporate Services
Dr. Mark Sami
ORIGINATOR: Human Resource Manager *Binta Dalrymple* [✓] For the Record
Ms. Binta Dalrymple
SUBJECT: Talent Acquisition Opportunity

In August 2023, the Pandemic Fund Governing Board announced that CARPHA's regional entity proposal, entitled 'Reducing the Public Health Impact of Pandemics in the Caribbean through Strengthened Integrated Early Warning Surveillance, Laboratory Systems and Workforce Development' was successfully selected for the first round of financing. CARPHA is the Executing Agency and the IDB is the Implementing Entity. The Goal of this Project is to Reduce the Public Health Impact of Pandemics in the Caribbean through Prevention, Preparedness, and Response.

With this in mind, CARPHA now invites suitably qualified individuals, from IDB Member Countries (<https://www.iadb.org/en/who-we-are/how-we-are-organized/borrowing-member-countries>), for the following consultant opportunities: -

➤ **CARPHA: Headquarters, Port of Spain**

Project Operations Coordinator

The Project Operations Coordinator is to manage the Pandemic Fund-funded Project to ensure its efficient, effective and timely execution. The officer will be responsible for planning, organizing and providing the resources necessary for the timely and efficient execution of the project.

Technical Coordinator

The Technical Coordinator will support the Project Director in providing technical direction and coordinating the Pandemic Fund-funded Project to ensure its efficient, effective, and timely execution. The Technical Coordinator will be responsible for the Project's overall technical performance and the achievement of the project's objectives, outcomes, and outputs. They should provide support to the Project Director with the coordination of the overall work of the project across its five components.

Operations Officer

The Operations Officer will support the Pandemic Fund-funded Project to ensure its efficient, effective and timely execution, especially the day-to-day operations of the Project. The Operations Officer will be responsible for providing a wide range of administrative and operational support to the Project Director (CARPHA Technical Lead) and assist with matters related to coordinating, planning and delivery of activities, general tasks, and day-to-day operations.

Finance Specialist

The Finance Specialist will undertake the financial administration of the project and ensure that it is executed in accordance with generally accepted Accounting Principles, International Accounting Standards (IAS), Inter-American Development Bank's (IDB) Financial Management Guidelines for IDB -Financed Projects (OP-273-6) and CARPHA's accounting and operating guidelines. The financial specialist would be responsible for maintaining a robust internal control system, in addition to the overall financial administration and control of the resources of the project, and to ensure the operation of a robust financial reporting system comprising of accounting, budgeting, and asset management.

Procurement Specialist

The Procurement Specialist is expected to undertake strategic and operational procurement activities including contract management towards the successful implementation of the project. Further, the consultant would be expected to ensure that procurement processes and procedures are executed in accordance with the policies of the IDB. The consultant will also be responsible for implementing robust procurement strategies to obtain the best value-for-money for purchases and to ensure that there are clear lines of communication between CARPHA and the IDB to boost the optimization of procurement processes.

Kindly refer to the attached Terms of Reference for additional details on the required qualifications, experience and competencies.

Applications, including Job Applicant's Profile Summary Form, Cover Letter and Curriculum Vitae and copies of relevant documents must be submitted by **December 6, 2023** to:

CARPHA reserves all rights in accordance with its' policies related to conditions of employment.

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