



VACANCY NOTICE
REGIONAL PROGRAMME COORDINATOR
ARTICLE 164 PROGRAMME OF SUPPORT MEASURES

The CARICOM Development Fund (CDF) wishes to recruit a Regional Programme Coordinator, under a service contract, who is an experienced business development specialist with a strong private sector background in either industrial/business development, project management, marketing or resource mobilization.

I. Position Information

Job title	Regional Programme Coordinator - Article 164 Programme of Support Measures
Organization	CARICOM Development Fund (CDF)
Supervisor	Director, Regional Development Division
Duty Station	CDF Offices, Barbados
Beneficiary countries	Antigua and Barbuda, Belize, Dominica, Grenada, St. Kitts and Nevis, St. Lucia, , St. Vincent and the Grenadines
Type of Contract	Service Contract
Expected start date	1 November 2023
Duration	2 years, renewable

II. Organisational Context and Job Purpose

A Programme of Support Measures was approved by the 49th Meeting of the Council for Trade and Economic Development (COTED) held in Guyana on 18 – 19 November 2019 for industries protected by Article 164 (A164) of Chapter 7 of the Revised Treaty of Chaguaramas (RTC). The measures cover the following business areas:

- Marketing (to include Branding, R&D);
- Sustainable Energy;
- ICT;
- Management structure and accounting systems;
- Human Resource Development;
- Production Capacity and Standards & Quality Management;
- Supply Chain Management;
- Access to Finance;
- Strategic & Business Continuity Planning (BCP);
- Enabling Policy for supporting business development

The Regional Programme Coordinator ensures the approved support measures are provided to A164 industries to make them economically viable, efficient and competitive within a liberalized market environment. The output of this service contract is an established and efficiently implemented detailed work programme and its coordinated delivery.

III. Summary Duties and Responsibilities

Under the direct supervision of the CDF Director of Regional Development, supported by the CDF Programme Specialist (Business Development), the Regional Programme Coordinator will, *inter alia*:

1. Prepare and submit a detailed revised work plan inclusive of a results-based management framework and theory of change for the regional programme of support measures;
2. Coordinate the on-time implementation of the Programme of support measures;
3. Provide direct technical assistance to beneficiaries; and
4. Facilitate the mobilization of resources for financing the support measures for A164 industries.

Other Activities to be undertaken:

- Travel as required in connection with programme execution.
- Any other activities required to fulfill the requirements of the post.

The Regional Programme Coordinator is expected to deliver the following results:

- Transformative project development and refinement around the needs of beneficiary firms in the A164 industries;
- The mobilization and coordinated deployment of technical and financial inputs from participating regional institutions and development partners to support the approved regional programme of support measures; and
- The achievement of work programme targets within the time-bound regional programme of support measures for A164 protected industries.

IV. Competencies and Selection Criteria

The Regional Programme Coordinator is expected to possess and will be assessed on the following:

a. Core competencies:

Effective Leadership
Effective Communication
Innovative Solutions
SME Development

Industrial Development
Project Delivery
Change Management
Stakeholder Management
Team Building

b. Qualifications

Education:

- Postgraduate qualifications in industrial economics, economics, business administration, strategic management or related discipline.

Experience:

- At least five (5) years' experience at management level in the private and/or public sectors, or at least three (3) years management experience in a regional, international or multilateral organization.
- At least three (3) years of practical experience in the Caribbean private sector at firm, industry, country, and/or regional levels in at least two of the applicable business areas (*listed at II above*).
- At least five (5) years' experience, with progressively greater responsibility, addressing issues specific to challenges faced by SMEs in producing at standards required for regional and extra-regional markets.
- Extensive knowledge of current management trends and best practices in business development.
- Sound understanding of national business environments, and institutional arrangements and processes to facilitate private sector development in the Caribbean.
- Computer competency in word-processing, virtual collaboration, presentation and spreadsheet software, as well as data management and working knowledge of Microsoft Office.

Language:

- Fluency in written and spoken English.
- Working knowledge of other regional languages - French, Spanish, or Dutch is an asset.