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

2. **FUNCTIONS OF THE POST**

Under the direction of the Director, PANCAP Coordinating Unit, the Senior Project Officer, Local Capacity Initiative Project is responsible for coordinating activities related to the Local Capacity Initiative (LCI) project, managing and providing programmatic oversight to the Project Management Team, coordinating, planning, implementing and reporting on the performance of the LCI Project.

3. **QUALIFICATIONS AND EXPERIENCE**

Candidates should possess at least a postgraduate degree (Masters) in a relevant professional discipline such as Public Policy, Public Health, Project Management or Administration plus five (5) years’ relevant and equivalent level working experience managing HIV and AIDS, health or other development programmes, preferably in a developing country context in one or more of the following:

- National or regional organisations
- Public Administration
- International Organisations

Candidates should also possess specialised training and working knowledge in:

- IT applications including statistical software
- Ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive projects that are dependent on contributions from multiple partners.
- Ability to work effectively within teams and interagency environments and to coordinate others;
- English Language, both verbal and written.
4. **DUTIES AND RESPONSIBILITIES**

Under the direction of the **Director, PANCAP Coordinating Unit**, the **Senior Project Officer, Local Capacity Initiative Project** will be required to:

(a) **FACILITATE, GUIDE and CONTRIBUTE** to the development and implementation of the LCI programme, including the planning and production of an annual work plan that capitalises on the comparative advantages and competencies of participating United States Government (USG) agencies and their implementing partners;

(b) **COORDINATE** closely with the Health Economics Unit (HEU)-UWI, President’s Emergency Plan for AIDS Relief (PEPFAR) implementing partners to organise the capacity building training programme taking advantage of training facilities at the national level;

(c) **SUPPORT** HEU-UWI’s efforts to develop a capacity building programme and timeline for CSO small grants recipients;

(d) **INFORM** the LCI Management team on emerging or developing issues related to the provision of technical assistance and recommend changes to action plan(s) accordingly if necessary;

(e) **ENSURE** that PEPFAR policies, directives, and guidance that apply to the LCI Project are adhered to;

(f) **CONVENE** and **CHAIR** meetings with the PEPFAR LCI management team and **DISSEMINATE** and **RETAIN** records of the meetings;

(g) **COORDINATE, REVIEW** and **DISSEMINATE** all reports required by the PEPFAR LCI Management team, including Semi-annual progress reports (SAPR) and Annual Progress reports (APR);

(h) **MANAGE, REVIEW** and **SUBMIT** all Regional Operating Plan (ROP) reprogramming requests to the LCI management team;

(i) **SERVE** as the primary contact with the LCI management team through the respective main point of contact named by PEPFAR;

(j) **COORDINATE** with interested organisations to ensure that key persons are well apprised of key LCI upcoming activities, accomplishments, challenges and timelines;
COORDINATE with PEPFAR to facilitate joint planning and reviews and critical communication between and among partners/recipient; ENSURE that they are informed of key developments, action requests, and policy guidance from PEPFAR;

REPRESENT PANCAP and PEPFAR to specific and agreed-upon partners to promote complementarity and maximum collaboration between the host Government HIV and AIDS programmes and those being planned and implemented by the LCI Project team and their partners;

PREPARE and DISSEMINATE as appropriate briefing and communications materials on the LCI project;

PREPARE requested background materials for publication by PANCAP and PEPFAR;

COORDINATE timely financial and programmatic reporting;

COORDINATE the administration of small grants, data collection and analysis, and joint reporting with the HEU-UWI Technical Officer on project results;

COORDINATE strategic planning to evaluate programme progress and success;

PREPARE and DISSEMINATE periodic internal and external updates/status reports on the LCI Project for internal (USG participants) and external audiences (to include host country Government partners and stakeholders, non-governmental implementing partners);

PERFORM any other related duties which may be assigned from time to time by the Director, PANCAP Coordinating Unit or his or her designate.

5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

6. **EDUCATION GRANT**

The officer shall be eligible for the payment of an education grant in respect of children (including step children 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 years and shall not exceed seventy-five per cent of the cost of tuition (including text books), room and board up to a maximum total of EC$16,200.00 per year per child for a maximum of two children at any one time. The grant is payable for a maximum of five 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 contract 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 regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the 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 years, unmarried and dependent on the officer) and for such other dependents 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 1250 cubic feet, 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 working days a year and a leave grant after every twelve months of service in respect of the officer, spouse and up to two dependent children.
10. **PRIVILEGES AND IMMUNITIES**

The officer will be granted the privileges and immunities as agreed by 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**

The officer will be required to participate in the Secretariat’s group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

12. **SUPERANNUATION**

An officer on contract shall, subject to his/her services being satisfactory and having completed at least six (6) months of the contractual term of employment be eligible for the payment of a gratuity. The gratuity shall be at the rate of twenty per cent of the officer’s basic salary, calculated for each day of completed service and shall be payable at the end of the officer’s contractual period (including for this purpose any period of extension) or approved leave). 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 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 nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant’s work), and other relevant information, should be addressed to:

The Executive Director, Human Resource Management, Caribbean Community Secretariat, Turkeyen, Greater Georgetown, Guyana

and sent by email to applnhrm@caricom.org

14. Applicants **must** complete the Profile Summary Form included with the website notices.

15. The deadline for the submission of applications is **3 May 2015**.