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**

   This position provides support to the Secretariat in the pursuit of the objectives of the Community with respect to advancing the legislative process under the 10th EDF CSME and Economic Integration Programme specifically relating to the monetary, financial, fiscal and investment policy cooperation component.

3. **QUALIFICATIONS AND EXPERIENCE**

   Candidates should possess at least a Postgraduate Degree in Financial or Economic Regulation or Commercial Law or a related area of specialisation and Admission to the Bar of a CARICOM Member State plus five (5) years’ post qualification experience in advising on economic regulation. A postgraduate Diploma in Legislative Drafting and demonstrated experience in drafting legislation and treaties would be assets.

   The experience/environment should ideally be from any one or a combination of the following:

   □ Office of the Attorney-General  
   □ Parliamentary Counsel Department  
   □ Finance Ministry or Central bank or regulatory agency  
   □ International/ regional organisation

4. **DUTIES AND RESPONSIBILITIES**

   Under the direction of the **Assistant General Counsel**, the **Senior Legal Officer** will be required to:

   (a) **CONDUCT** legal research and analysis in respect of the Community's economic regulation agenda;

   (b) **DRAFT** new proposed model legislation (principal law and regulations) and treaties/agreements;

   (c) **REVIEW** existing draft model legislation and treaties/agreements, **IDENTIFY** gaps in legislation/treaties/drafting instructions, **SEEK** further drafting/policy instructions, where necessary and **DRAFT** appropriate amendments;
(d) **SERVE** as lead facilitator during national/regional consultations on draft laws, treaties or agreements or other legal instruments;

(e) **MONITOR** the completion of the legislative process with respect to the draft legislation or draft agreements;

(f) **DRAFT** legislation or amendments in specific areas for individual Member States;

(g) **SUBMIT** an “Individual Objectives and Performance Targets Plan” (annually) relating to drafting requirements under the Macro-economic Component of the Tenth EDF to the Assistant General Counsel for approval, after consultation with the Director, Economic Policy and Development;

(h) **SUBMIT** quarterly forecast and progress reports to the Assistant General Counsel copied to the Director, Economic Policy and Development;

(i) **ASSIST** in developing the annual and biennial Work Programmes and Budget and

(j) **PERFORM** any other duties assigned by the Assistant General Counsel or his or her designate from time to time.

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 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**

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 **22 March 2015**.