



SAVINGRAM

FROM: Secretary-General, CARIFORUM

TO: Minister of Foreign Affairs, Antigua and Barbuda
Minister of Foreign Affairs, The Bahamas
Minister of Foreign Affairs, Barbados
Minister of Foreign Affairs, Belize
Minister of Foreign Affairs, Cuba
Minister of Foreign Affairs, Dominica
Minister of Foreign Affairs, Dominican Republic
Minister of Foreign Affairs, Grenada
Minister of Foreign Affairs, Guyana
Minister of Foreign Affairs, Haiti
Minister of Foreign Affairs, Jamaica
Minister of Foreign Affairs, St. Kitts and Nevis
Minister of External Affairs, Saint Lucia
Minister of Foreign Affairs, St. Vincent and the Grenadines
Minister of Foreign Affairs, Suriname
Minister of Foreign Affairs, Trinidad and Tobago

COPIED: Ministers of Foreign Trade
Director-General, OECS
National Authorising Officer of Antigua and Barbuda
National Authorising Officer of The Bahamas
National Authorising Officer for Lomé IV, Dominican Republic
National Authorising Officer of Haiti
National Authorising Officer of Trinidad and Tobago
The Ambassador, Embassy of Suriname, Guyana
Chief Executive Officer, Ministry of National Development and Foreign
Trade, Belize
The Ambassador, Embassy of Suriname, Brussels

No. 320/2022

18 May 2022

STAFF VACANCY

(DUTY STATION: GUYANA)

(I) Director, Economic Partnership Agreement (EPA) Implementation Unit

STAFF VACANCY**(DUTY STATION: GUYANA)****(I) Director, Economic Partnership Agreement (EPA) Implementation Unit**

1. The Caribbean Community (CARICOM) Secretariat wishes to inform CARIFORUM States that it is seeking to fill the abovementioned vacancy within the Caribbean Community Secretariat.
2. *Arrangements have been made for this position to be advertised on the CARICOM Secretariat's website at www.caricom.org as well as at www.oecs.org and www.caribbeanjobsonline.com. CARIFORUM States are asked to assist by arranging for the advertisement to be brought to the attention of those persons who may be interested and for copies of the advertisement to be circulated in the relevant Ministries, Departments and Organisations.*
3. Interested candidates are required to apply using the CARICOM Secretariat's Recruitment Portal which can be accessed via the CARICOM Secretariat's Website at <https://caricom.org/opportunities/category/caricom-secretariat-vacancies/>.
4. The deadline for submission of applications is Saturday, 4 June 2022.

**/f/SECRETARY-GENERAL**

DETAILS OF THE POST
DIRECTOR
ECONOMIC PARTNERSHIP AGREEMENT (EPA)
IMPLEMENTATION UNIT

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

2. FUNCTIONS OF THE POST

This post is responsible for the management and technical oversight of the EPA Implementation Unit. The Director, EPA coordinates the preparation of the EPA work programme, spearhead the development of the EPA Implementation plan, develop technical proposals for consideration by development partners, coordinate delivery of assistance to CARIFORUM States (including National EPA Implementation Units, Private Sector organizations and Like Entities), establishes and promotes close collaboration with institutions/agencies/groups in CARIFORUM States involved in EPA implementation and provides technical advice for CARIFORUM's participation in the Joint Institutions of the EPA.

The position is deemed to be effective, efficient and relevant when:

- ☐ The EPA work programme is implemented within the time frame and within budget.
- ☐ The CARIFORUM States are given sound advice pertaining to the EPA.
- ☐ The deliverables with respect to EPA implementation, as set out in the Roadmap, are achieved.
- ☐ CARIFORUM participation in the Joint Institutions of the EPA are informed by CARIFORUM preparatory work.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess a Master's Degree in International Trade, Economics, Project Management, or related discipline, **plus** at least seven (7) years of relevant experience in a similar position in one or a combination of the following types of organization:

- ☐ International organizations
- ☐ Regional Organizations
- ☐ Public Service
- ☐ Economic Development Organizations

4. DUTIES AND RESPONSIBILITIES

The Director, Economic Partnership Agreement (EPA) Implementation Unit will be required to:

- 4.1 **MANAGE** and **PROVIDE** technical oversight of the Unit;
- 4.2 **COORDINATE** preparation of the Work Programme of the Unit;
- 4.3 **SPEARHEAD** the development of an EPA Implementation Plan;
- 4.4 **ESTABLISH** working relationship with other Directorates in relation to execution of the EPA Implementation Plan;
- 4.5 **DEVELOP** technical proposals in collaboration with other Directorates in respect of resources for EPA Implementation for consideration by development partners;
- 4.6 **COORDINATE** delivery of assistance to CARIFORUM States;
- 4.7 **ESTABLISH** and **PROMOTE** close collaboration with designated focal points in CARIFORUM States;
- 4.8 **ESTABLISH** and **PROMOTE** close collaboration with institutions/agencies/groups in CARIFORUM States involved in EPA Implementation;
- 4.9 **PROVIDE** periodic reports to CARICOM/CARIFORUM institutions and other bodies;
- 4.10 **PROVIDE** direct advice to CARIFORUM representatives participating in Joint EU/CARIFORUM Meetings and specialized committees of the EPA;
- 4.11 **COORDINATE** the logistic and mounting of EPA Meetings and meetings of the Joint Institutions of the EPA.
- 4.12 **LIAISE** with Member States and the European Commission on EPA; and
- 4.13 **COORDINATE** and **MANAGE** the Monitoring and Evaluation of EPA Implementation.

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 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 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 (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 thirty (30) 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, Sagicor Life Inc., the Officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health scheme, the Officer will contribute fifty per cent (50%) 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 (20%) 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 (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

Interested candidates must create a job profile and apply for the position via the CARICOM Secretariat's Employment Portal. The link can be accessed at – https://caricom.org/opportunities_category/caricom-secretariat-vacancies/.

14. The deadline for the submission of applications is **4 June 2022**.