



JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the following position at its Headquarters, assigned duty station in Trinidad and Tobago.

PROJECT OFFICER

OPEN TO ALL CARICOM NATIONALS

JOB SUMMARY

Provides project management oversight for several donor funded projects. He/she will execute and implement all project activities in addition to providing technical support and project updates as required.

DUTIES AND RESPONSILITIES

- **Project planning, implementation, coordination, monitoring and evaluation**
 - Plans and implements project activities in consultation with internal stakeholders, including but not limited to: -
 - Scheduling project's timelines and milestones
 - Identifying resource requirements
 - Developing mechanisms or tools to track the project's progress
 - Initiates, coordinates, and attends meetings and workshops with project staff and stakeholders to achieve project objectives
 - Makes recommendations for activities and consultations to support the successful outcomes of the project
 - Gathers feedback from the various stakeholders
 - Provides project related information, analyses, data, and research

- Liaises with the donor Agency to ensure fulfilment of contractual obligations.
- **Project Document Development**
 - Prepares work plans to achieve desired project outcomes in a timely manner
 - Prepares quarterly reports, status updates, summaries and analyses as requested internally and other stakeholders
 - Prepares and submits mid-term, ad hoc and final project reports
 - Develops project documents necessary for meetings, briefs, discussions, and presentations.
- **Procurement, Finance and Administration**
 - Prepares and revises budget estimates as required
 - Prepares tender documents including contracts in accordance with IMPACS' rules and regulations
 - Coordinates the Tender Clarification, Opening and Evaluation Meetings, including the preparation of meeting documentation and development or review of reports in accordance with IMPACS' rules and regulations
 - Ensures payments are made in accordance with IMPACS' rules and procedures in a timely manner and reviews related project documents
 - Liaises with stakeholders including service providers, if needed, to ensure technical and contractual obligations are met and issues are resolved
 - Ensures project equipment and activities are delivered in a timely manner and within budget

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Bachelor's Degree in Social Sciences, such as Management, Finance, Project Management, or related field from a recognized university
- Postgraduate qualification in Social Sciences, such as Management, Finance, Project Management, or related field from a recognized university will be an asset
- Project management qualification evidenced by professional certification and/or any equivalent combination of experience and training
- At least five (5) years' experience in project management
- Extensive knowledge of Microsoft Office Suite particularly MS Project, as evidenced by certification

- Considerable experience in the use of project management tools such as logical frameworks
- Considerable knowledge of procurement procedures will be an asset
- Some knowledge and/or training in the field of regional security would be an asset
- Excellent written, verbal communications and presentation skills
- Excellent analytical and problem-solving skills
- Ability to establish and maintain good working relationships
- Ability to work well independently and collaboratively
- Ability to conceptualize and execute project activities in a dynamic and challenging environment
- Ability to multi-task and handle a high volume of work and function in a high-pressured environment
- Ability to maintain a high level of confidentiality

LOCATION

This position will be based at IMPACS' Headquarters, located in Trinidad and Tobago.

SUBMISSION OF APPLICATIONS

All applications are to be received by CARICOM IMPACS no later than **23 JUNE 2023** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: careers@carimpacs.org ; or
- Mail: The Executive Director PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted.