

TERMS OF REFERENCE

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Advisor - Disaster Risk Reduction, Caribbean Sea and the Environment
Level:	Junior Professional
Reporting to:	Director of Disaster Risk Reduction, Sustainable Tourism, Caribbean Sea & the Environment
Type of appointment:	Full time
Duration of appointment:	Three years (with an option of renewal for two years)

FUNCTIONS OF THE POSITION:

Under the general guidance of the Director, the incumbent is responsible for analysing, planning, conceptualising, developing and evaluating plans, programmes and projects as well as coordinating the agendas and work programmes in the areas of Disaster Risk Reduction, Caribbean Sea and the Environment.

DUTIES AND RESPONSIBILITIES:

Core Duties and Responsibilities:

1. Assist the Director in the development, rationalization, coordination and implementation of ACS policies, programmes and projects which contribute effectively to the development process in the Greater Caribbean;
2. Assist the Director in the development of appropriate training programmes on projects related to Disaster Risk Reduction, Caribbean Sea and the Environment;

3. Analyse, make projections and recommend actions to be taken in order to achieve the objectives and functions of the Directorate;
4. Assist the Director in the design and presentation of cooperation projects on Disaster Risk Reduction, Caribbean Sea and the Environment;
5. Prepare reports on activities, programmes and projects undertaken by the Directorate in accordance with established guidelines;
6. Act as a resource person on issues in accordance with the policies, programmes and projects of the Directorate;
7. Assist the Director in the submission of working documents for meetings of the ACS bodies and working groups as well as ensuring that the outcomes of such meetings are prepared for circulation in compliance with Agreements 13/10 and 9/17;
8. Assist the Director in coordinating all aspects of working meetings including interfacing with focal points as designated;
9. Assist the Director in managing the financial, technical and logistical areas of projects undertaken by the Directorate;
10. Conceptualize project profiles and prepare proposals in collaboration with the Director for submission to the Directorate for Cooperation and Resource Mobilisation;
11. Evaluate submissions received from Consultants in response to 'Calls for Proposals' in conjunction with the Directorate for Cooperation and Resource Mobilisation, Legal Advisor and Political Advisor;
12. Support the activities and work of the Consultants engaged by the ACS;
13. Examine, evaluate, conceptualise issues and make recommendations regarding the studies, projects and programmes undertaken by other regional organisations;
14. Research, co-ordinate and monitor the compilation of data and statistical information on studies, policies, projects and programmes undertaken to support the work of the Directorate and by other international/regional organisations;

15. Assist the Director in preparing and organising seminars, courses or training sessions undertaken by the Directorate in collaboration with other international and regional organisations;
16. Submit Official Travel Reports to the Secretary General upon return from official missions;
17. Represent the ACS at official meetings, events, workshops and conferences as designated.

Specific Duties and Responsibilities:

18. Advise the Director on all matters related to the Caribbean Sea policies, programmes and projects as well as support initiatives and present recommendations aimed at achieving the objectives and mandates of the Association;
19. Assist the Director in the development of a work programme that mainstreams the 2030 Sustainable Development Goals that are relevant to the mandates of Disaster Risk Reduction, Caribbean Sea and the Environment
20. Assist the Director in drafting agendas and participate in meetings of the Special Committee for Disaster Risk Reduction, the Caribbean Sea Commission (CSC), and of the Sub-commissions under the CSC;
21. Assist the Director in organising, executing, monitoring and following up on activities of the Directorate and those stemming from the mandates received from the Special Committee, Caribbean Sea Commission (CSC), and the Sub-commissions under the CSC as well as those received from the higher bodies of the ACS;
22. Supervise and guide the activities and work of the Research Assistants and eventual Interns under the Directorate;

KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong interpersonal skills;
- Knowledge of project management software and tools;
- Diplomatic acumen;

- Ability to work in a team and to collaborate with others;
- Excellent organisational, planning and time management skills;
- Accountability;
- Analytical, problem solving and critical thinking;
- Ability to work under pressure in a multi-cultural environment;
- Professionalism;
- Integrity
- Proficiency in MS Office Suite and Google Workspace.

QUALIFICATIONS AND EXPERIENCE

- A Post Graduate degree (Master's degree or equivalent) in fields related to Sustainable Development, Environmental Studies, Disaster Risk Reduction or other relevant areas. In the absence of a Post-Graduate degree relevant work experience will be evaluated and considered;
- Approximately five (5) years' relevant work experience, preferably with experience at international or regional levels in areas such as sustainable development, environmental studies, disaster risk management, protection or conservation of marine resources, preferably the Caribbean Sea; and
- Management of projects funded by international cooperation agencies.

REMUNERATION PACKAGE:

- Monthly Remuneration: US\$3,830.20 (tax exempted);
- Group Health Insurance for the Professional and dependants (if applicable).
- Gratuity Payment of fourteen (14%) percent of annual salary, paid at the end of contractual period.
- Annual paid vacation entitlement of 25 working days (2.08 per month).

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency/based Interview, a Language Proficiency Assessment and an Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

H.E. Noemí Espinoza Madrid
Secretary-General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And be submitted via the ACS' website www.acs-aec.org or by email to: hr@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.