

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 - Transport, Trade & Sustainable Development
Level:	Junior Professional
Reports to:	Director - Transport, Trade & Sustainable Development
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 Advisor will assist in the design, development, implementation and management of technical assistance projects for the organization in the areas of Transport, Logistics, Trade and Sustainable Development.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities

1. Assist the Director in the development, rationalization, coordination and implementation of ACS policies, programmes and projects (for Transport, Logistics, Trade and Sustainable Development), which contribute effectively to the development process in the Greater Caribbean;
2. Assist the Director and other Directorates to provide professional input (including design) in developing appropriate projects for delivering technical assistance to Member States in the area of Transport, Logistics, Trade and Sustainable Development;

3. Assist the Director and collaborate with other Directorates to implement projects (for Transport, Logistics, Trade and Sustainable Development) and the development of appropriate training programmes;
4. Advise the Director on all matters related to ACS policies, programmes and projects as well as support initiatives and present recommendations aimed at achieving the objectives and mandates of the Association;
5. Analyse, make projections and recommend actions to be taken in order to achieve the objectives and functions of the Directorate;
6. Prepare preliminary concept papers/notes on Transport, Logistics, Trade and Sustainable Development;
7. Prepare reports on activities, programmes and projects undertaken by the Directorate in accordance with established guidelines;
8. Prepare, analyse and edit technical reports on Transport, Logistics, Trade and Sustainable Development in collaboration with Director and other Directorates;
9. Act as a resource person on issues in accordance with the policies, programmes and projects of the Directorate, creating synergies amongst the areas with emphasis on Transport, Logistics, Trade and Sustainable Development;
10. Assist in the development and implementation of work programmes for the Directorate in collaboration with other Directorates and the mandate set out by the Member States;
11. Contributes to the preparation and delivery of written reports for the Director;
12. Supports project implementation and management plans including scope, budget, resources, risk and quality for assigned projects;
13. Advises the Director on the development of a work programme that mainstreams the 2030 Sustainable Development Goals which are relevant to the mandates of transport;
14. Advises the Director on the creation, rationale, coordination and implementation of ACS policies, programmes and projects which contribute effectively to the development process of the Greater Caribbean;

15. Assists the Director in the design, presentation and management of cooperation projects on Transport, Logistics, Trade and Sustainable Development to fulfil the ACS mandate;
16. Assists the Director in managing programmes, projects and consultancies undertaken by the Directorate in accordance with established guidelines;
17. Acts as a resource person on issues in accordance with the policies, programmes and projects of the Directorate, creating synergies amongst the areas;
18. Conceptualizes project profiles and prepares proposals in collaboration with the Director for submission to the Directorate for Cooperation and Resource Mobilisation;
19. Assists the Director in managing the financial, technical and logistical areas of projects undertaken by the Directorate, creating synergies amongst the areas;
20. Provides progress reports on projects, manages budgets, and provides quality assurance to ensure that projects comply with objectives in form, and content;
21. Assists the Director in organising, executing, monitoring and following up on activities of the Directorate stemming from the mandates received from the Special Committees as well as those received from the higher bodies of the ACS within its purview;
22. Monitors regional developments of issues relevant to the mandate of the Directorate so as to identify risks and opportunities for the ACS development agenda and make recommendations regarding its related studies, projects and programmes;
23. Monitors, analyses and reports on issues that could affect transport, logistics, and sustainable development in the region;
24. Submit Official Travel Reports to the Secretary General upon return from official missions;
25. Conducts research, co-ordinates and monitors the compilation of data and statistical information on studies, policies, projects and programmes undertaken to support the work of the Directorate and its data repository activities;
26. In consultation with the Director and with the support of the Research Assistant, collaborates with the Communications Unit to prepare content for publication on

the ACS website and social media pages and create knowledge products endorsed for wider distribution based on lessons and multi-country experience;

27. Represents the ACS at official meetings, events, workshops and conferences as designated;

28. Assist the Director with any other activity needed to attain the Association's goals and objectives.

KNOWLEDGE, COMPETENCIES AND TECHNICAL EXPERTISE

- Excellent organisational, planning and time management skills;
- Proactively applies relevant international best practices to own work;
- Ability to successfully apply the Secretariat/Directorate's policies and strategies in interactions with key stakeholders in member states and international partners;
- Ability to work under pressure in a multi-cultural environment;
- Knowledge and experience in the use of project management tools such as Microsoft Project, Logical Frameworks, or Primavera;
- Experience in developing and implementing work programmes;
- Experience of building networks and relationships with stakeholders;
- Ability in analytical problem solving and critical thinking;
- Advanced Computer literacy with working knowledge of Microsoft Office Suite, Data and Statics Analysis including MS Project, PowerBI, R, and Business Power Intelligence tools;
- Professionalism, Integrity and Accountability;
- Diplomatic acumen is desirable, but not a must;
- Knowledge of theory, principles and practices of governmental and transport planning and policy, current trends in regional and international transport and logistics planning;
- Knowledge of statistical and research methods, transport models, and datamining, is desirable;
- Knowledge of future transport needs and transport systems and logistics;
- Theory and principles of automated data collection and processing;

- Ability to prepare reports, collect, analyse and compile statistical and technical information pertaining to transport planning;
- Ability to prepare comprehensive, clear and concise planning reports;
- Experience in the full understanding of modern transport operational systems;
- Experience in the application of technology into management of transport and logistics;
- Excellent writing, editing, reporting and oral communication skills in English and either Spanish or French.
- Proficiency in MS Office Suite and Google Workspace

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A Postgraduate degree (Master's or equivalent) in Transport, Trade, Management, Economics, Logistics and Supply Chain Management, Industrial Engineering, Business Administration, or a combination of these relevant fields. In the absence of a Post-Graduate degree relevant work experience will be evaluated and considered;
- Knowledge of local and regional international transport principles and laws;
- Knowledge and experience in International Conventions applicable to maritime and air transport, and logistics;
- Approximately five (5) years' relevant progressive work experience in regional and international transport, at national, regional or international levels in public or private sector;
- Knowledge and/or experience (desired) in Single Window Platforms related to trade (import/export), supply chain, logistics, and transport;
- Prior experience in managing projects funded by international cooperation agencies.

SUPERVISORY RESPONSIBILITIES

The incumbent may be required to undertake supervisory responsibilities as designated.

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;
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.