



SAVINGRAM

No. 20/2024

FROM: Director General

TO: Minister for Foreign Affairs Antigua and Barbuda
Minister for Foreign Affairs Dominica
Minister for Foreign Affairs Grenada
Premier Montserrat
Minister for Foreign Affairs Saint Kitts and Nevis
Minister for Foreign Affairs Saint Lucia
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COPIED: OECS Commissioners/Focal Points
Ministers of Education
Permanent Secretaries, Ministries of Education
Chief Education Officers/Directors of Education
OECS Government Information and Broadcasting Services

DATE: 19th February 2024

SUBJECT: Vacancy Notice – OECS Skills & Innovation Project

1. The OECS Commission is to identify potential candidates for the following positions under the – **OECS Skills & Innovation Project**:
 - a. Project Manager
 - b. Programme Assistant
2. The vacancy notice for the position of **Project Manager** and **Programme Assistant** for the **OECS Skills & Innovation Project** was published on 16th February 2024. The deadline for the submission of applications is set for 7th March 2024. Citizens of the OECS Member States are particularly encouraged to apply. The Council of Ministers: Education is therefore requested to promote this opportunity and urge suitably qualified individuals within their respective Member States to apply for this esteemed position. Applications should be submitted through the system linked [here](#).



- a. The criteria for selection are appended below:
 - i. A post-graduate degree (Masters level or higher) in Project Management.
 - ii. A graduate certificate or higher in TVET, Higher Education, Digital Education, or other related fields.
 - iii. A thorough understanding of the issues, trends, and advances in education across Member States and the Eastern Caribbean.
 - iv. A minimum of seven (7) years' experience in project management and reporting.
 - v. Proven capacity to work with and establish working relationships with medium to high-level government and non-government representatives.
 - vi. Excellent oral and written communication skills in English.
 - vii. Ability to work as a member of a multi-disciplinary and multi-cultural team.
 - viii. Ability to take initiative and to work with minimum supervision.
 - ix. Experience with multi-country and multi-donor projects.
 - x. Experience and skills in the Microsoft Suite of programmes (including Microsoft Project, MS Excel, Word) and database programs.

3. The vacancy notice for the position of **Programme Assistant** for the **OECS Skills & Innovation Project** was published on 16th February 2024. The deadline for the submission of applications is set for 13th March 2024. Citizens of the OECS Member States are particularly encouraged to apply. The Council of Ministers: Education is therefore requested to promote this opportunity and urge suitably qualified individuals within their respective Member States to apply for this esteemed position. Applications should be submitted through the system linked [here](#).
 - a. The criteria for selection are appended below:
 - i. An Associate's Degree, Diploma in Business Administration or its equivalent
 - ii. At least four (4) years of administrative experience in Programme Management.
 - iii. Experience with data collection and analysis in education from a developmental or humanitarian contexts would be an asset.
 - iv. Understanding and knowledge of the management of statistical databases and the production of statistical data in all phases of the data lifecycle
 - v. Strong familiarity with the cultural and political context of the OECS region.
 - vi. Proven capacity to work with collaborative teams across different locations and with different technical skills.
 - vii. Strong writing and oral communication skills and the aptitude to handle competing messages and priorities with multiple audiences.
 - viii. Ability to translate complex ideas from various fields into unified, clear guidance.
 - ix. Experience working in a complex, demanding environment is a plus.
 - x. Training and experience in project management would be an asset.

4. The Human & Social Division of the OECS Commission kindly requests the support of the Minister of Social Development's office in each OECS Member State to assist in disseminating the vacancy notice by publishing it in the respective Government Gazettes. Furthermore, the Committee seeks the cooperation of the Government Information and Broadcasting Services in each Member State for the publication of the vacancy notice on official Government websites throughout the OECS region.

The Commission is on a push to ensure greater diversity of staff from the Member States and would appreciate every support in identifying **competent and qualified candidates with a positive work record** from your country for consideration to this post.

A handwritten signature in blue ink, appearing to read 'Didacus Jules', with a long horizontal stroke extending to the left.

Didacus Jules, PhD

DIRECTOR GENERAL