

DETAILS OF THE POST
PROJECT OFFICER
ECONOMIC DEVELOPMENT POLICY, TAX ADMINISTRATION AND RESEARCH

Applications are invited from interested and suitably qualified professionals who are nationals of the Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the above-mentioned position in the CARICOM Secretariat with assigned duty station in Guyana.

2. FUNCTIONS OF THE POST

This position provides technical and programme support in the execution of the Secretariat's macroeconomic policy coordination Work Programme towards the effective functioning of the CARICOM Single Market and Economy (CSME). This Work Programme covers the following areas:

- Financial policy cooperation, coordination and harmonization including capital market integration.
- Fiscal policy (including tax administration) cooperation and coordination.
- Investment policy coordination and harmonization.
- Economic resilience building.
- Economic intelligence and advocacy.

The position involves undertaking research and intelligence gathering to facilitate the preparation of technical papers, briefs and advocacy notes as well as project management tasks to support the efficient discharge of the Work Programme.

3. QUALIFICATIONS AND EXPERIENCE

- I. Candidates **must** possess a Bachelor's Degree in Economics, International Finance, Business, Public Administration or related discipline. ***A Master's Degree in Economics, International Finance, Business or Public Administration would be an asset.***
- II. Where a Bachelor's Degree is held, the position requires a minimum of five (5) years of relevant experience in a comparable role. Candidates with a Master's Degree require a minimum of three (3) years of relevant experience. Such experience should ideally be gained from one or more of the following entities:
 - Ministry of Finance or Tax Administration
 - Ministry of Economic Development
 - National Planning Institute
 - Regional or National Central or Development Bank
 - International or regional institution
 - University

III. Candidates **must** also possess specialised training and good working knowledge in the following areas:

- Research and data analysis and analytics.
- Project development and management.
- Technical report writing.
- Policy formulation and management.
- Economic integration arrangements
- International economic and trade relations

IV. Required skills and competencies include:

- Strong oral and written communication skills
- Excellent interpersonal abilities
- Organisational Skills
- Sound report writing and documentation skills

4. **DUTIES AND RESPONSIBILITIES**

Key Result Area 1: Provides technical and programme support in the execution of the EDPTA&R work programme in an efficient, effective and productive manner.

Activities

- 1.1 **UNDERTAKES** specific tasks, as assigned, to advance the delivery of the planned outputs in accord with the annual work plan and decisions of Community Bodies;
- 1.2 **PREPARES** research inputs and **ASSISTS** in the preparation of technical papers as mandated or required to facilitate the work of the Council for Finance and Planning (COFAP) and other Community Bodies;
- 1.3 **ASSISTS** in the planning, coordination and facilitation of Meetings of the COFAP and technical meetings of Member States' senior officials;
- 1.4 **ASSISTS** in the monitoring and reporting on Member States adoption and implementation of Community macroeconomic policies and initiatives;
- 1.5 **PROVIDES** direct support to the execution of the tax administration component of the Work Programme;
- 1.6 **PREPARES** information in a reader-friendly manner for programme newsletters and public dissemination of issues relevant to bringing the regional macroeconomic policy products to the attention of the public; and
- 1.7 **ASSISTS** in the design of project profiles to facilitate the Secretariat's resource mobilization functions.

Key Result Area 2: Programme Support and Coordination.

Activities

- 2.1 **MONITORS** the implementation of Work Programme activities and **PREPARES** periodic tasks execution updates;
- 2.2 **ASSISTS** with the general management and administration of donor-funded projects including the preparation of draft project workplans, contracting of consultants, maintaining regular contact with, and **ATTENDS** to project-related requests by the consultants, monitoring of project expenditures, and active liaising with internal stakeholders;
- 2.3 **MAINTAINS** a record of the proceedings of all project-related meetings including regional consultations;
- 2.4 **ESTABLISHES** and **MAINTAINS** a comprehensive database for all project-related records, outputs, financial information, reports and documents;
- 2.5 **INITIATES** the preparation of and **COLLATES** quarterly project monitoring and progress reports; and
- 2.6 **ENSURES** the availability of project-related information on projects and, as necessary, **SERVES** as a liaison with individuals, institutions and agencies involved in the execution of the project activities.

Key Result Area 3: Economic Intelligence Gathering and Analysis.

- 3.1 **CONDUCTS** basic research, as assigned, to support the preparation of technical reports, briefs, publications and other outputs under the EDPTA&R Work Programme;
- 3.2 **MONITORS** developments in Member States, **PREPARES** and periodically **UPDATES** country profiles; and
- 3.3 **ASSISTS** with data compilation and **UPDATES** on issues related to the economic intelligence and advocacy function of the EDPTA&R Work Programme.

In addition to the Activities outlined above, the incumbent will be required to undertake such travel as may be necessary; and is expected to perform other related duties as assigned.

5. EMOLUMENTS AND BENEFITS

This is an S1 post. The salary range for this position is EC\$9,250.00 to EC\$11,840.00 per month.

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 (5) 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 the Settlement Grant shall not exceed six (6) persons.

8. RECRUITMENT AND APPOINTMENT

Appointment may be on contract, in which case the officer will be required to contribute to the Secretariat's Pension Scheme 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 staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community 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 twenty (20) working days' vacation leave a year and a leave grant after every twelve (12) months of service in respect of the officer, spouse and up to two (2) other approved dependents.

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, the officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the officer will contribute fifty per cent (50%) of the premium. The life and accident insurance scheme is non-contributory.

12. **SUPERANNUATION**

An officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 per cent of the officer's basic salary to the pension plan. 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**

Applications in English Language with full curriculum vitae details, including the email addresses of three (3) referees (**at least two of whom must be familiar with the applicant's work**), should be addressed to:

**Adviser
Human Resource Management
Caribbean Community Secretariat
Turkeyen, Greater Georgetown, Guyana**

and sent via email to recruitment@caricom.org - The title of the vacancy **must** be clearly identified in the subject line of the email.

14. The deadline for the submission of applications is **Friday, 20 March 2026**.