



# **JOB OPPORTUNITY**

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by Heads of Government, is seeking a suitably qualified individual to fill the following position at its Headquarters, stationed in Trinidad and Tobago:

## **POLICY AND PROJECT LIAISON OFFICER**

**OPEN TO ALL CARICOM NATIONALS**

### **JOB SUMMARY**

The Policy and Project Liaison Officer will be responsible for driving collaboration between CARICOM IMPACS and the Mines Advisory Group (MAG) by coordinating and implementing project activities, facilitating stakeholder engagement and providing insights to inform policy development.

The Policy and Project Liaison Officer reports to the Assistant Director – Policy, Strategy and Innovation.

### **DUTIES AND RESPONSIBILITIES**

- Serve as the liaison for CARICOM IMPACS on the CARICOM IMPACS – MAG Programme.
- Coordinate and implement project activities and liaise with relevant stakeholders, including government agencies, international organizations, MAG, and civil society groups.
- In collaboration with the Assistant Director – Policy, Strategy and Innovation develop and maintain relations with government representatives, non-governmental organizations, academic and research institutions as well as other relevant stakeholders in relation to this project and complimentary activities.
- Conduct policy research and analysis on arms control, disarmament and non-proliferation and

other crime and security-related issues within CARICOM Member States.

- Participate and represent CARICOM IMPACS in field missions relating to weapons and ammunition management, destruction and disposal.
- Develop project work plans, reports, and policy documents related to weapons and ammunition management and other crime and security-related issues in consultation with the CARICOM IMPACS' Projects Department and the Directorate of Policy, Strategy and Innovation.
- Ensure that all CARICOM IMPACS policies are applied and followed thoroughly across all processes of the joint CARICOM IMPACS-MAG Weapons and Ammunition Management Programme.
- Support the office of the Directorate of Policy, Strategy and Innovation at CARICOM IMPACS, and other relevant offices.
- Organize and facilitate workshops, meetings, and training sessions for all stakeholders.
- Prepare and deliver briefing notes, presentations, and other materials for meetings and events.
- Provide advice and guidance to CARICOM Member States on any issues related to the Weapons and Ammunition Management Programme and related crime and security issues.
- Prepare project reports, quarterly reports, status updates, power point presentations, summaries and analyses as requested internally and by other stakeholders.
- Prepare and coordinate procurement and finance processes and documentation where needed, in accordance with IMPACS' and/or donor rules and regulations.
- Undertake other duties, which may arise or as may be delegated from time to time, appropriate to the grade of the post.

### **QUALIFICATIONS, SKILLS, AND EXPERIENCE**

- A Master's Degree in Security Studies, International Relations, Political Science, Law, or a related field.
- Project management qualification evidenced by professional certification and/or any equivalent combination of experience and training.
- A minimum of five (5) years of relevant experience in research, project coordination, or policy analysis, preferably in the fields of security sector reform or arms control.

- Demonstrated knowledge of weapons and ammunition management issues, including international standards and best practices, will be considered an asset.
- Experience in coordination, organizing workshops, training sessions, and stakeholder meetings.
- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural environment.
- Excellent analytical and problem-solving skills.
- Ability to travel within the region as required.
- Ability to multi-task and handle a high volume of work and function in a fast-paced environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports.
- Ability to work well independently and collaboratively.
- Ability to maintain a high level of confidentiality.

### **LOCATION**

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

### **START DATE**

1 July 2026

### **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS no later than **3 JUNE 2026** and **must include:**

- Nationality
- Work experience
- Educational qualifications
- Summary of professional skills
- **The contact information of three professional references who are familiar with your work or education**

- Any other relevant information

Please send all applications to any of the following:

- Email: [careers@carimpacs.org](mailto:careers@carimpacs.org)
- Mail:  
Executive Director  
PO BOX 4585  
PORT-OF-SPAIN  
TRINIDAD AND TOBAGO

**ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.**

*CARICOM IMPACS thanks all applicants interested in working at the Agency.  
However, **ONLY** shortlisted candidates will be contacted.*