



# **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:

## **PROJECT ANALYST – MARITIME SECURITY**

### **OPEN TO ALL CARICOM NATIONALS**

#### **JOB SUMMARY**

The Project Analyst – Maritime Security provides dedicated project management, analytical, and coordination support primarily for CARICOM IMPACS' maritime and environmental crime initiatives. This role enhances the Agency's capacity to design, implement, and monitor regional maritime security interventions, strengthen operational readiness, and improve information-sharing and knowledge transfer among Member States.

The Project Analyst – Maritime Security will support the achievement of the following security outcomes:

- Enhanced maritime domain awareness through strengthened data systems, technology, and coordinated operations.
- Strengthened operational, intelligence, and information-sharing capabilities across regional Maritime Units.
- Improved regional preparedness and response to maritime safety, security, and environmental crime threats.
- Deeper regional cooperation and maritime diplomacy that safeguard borders and protect critical infrastructure.

The Project Analyst – Maritime Security reports to the Assistant Director, Projects.

## **DUTIES AND RESPONSIBILITIES**

### **A. Project Planning and Design**

- Support the development and scoping, and planning of maritime and environmental security initiatives, including preparation of workplans, timelines, resource requirements, and risk analyses.
- Gather and analyze data on emerging threats, environmental risks, and operational needs, to inform evidence-based project design.
- Prepare project proposals, log frames, concept documents, budgets, performance indicators and other related documentation for approval processes.
- Recommend technical activities, consultations, and implementation strategies to strengthen overall project outcomes.

### **B. Project Coordination and Implementation**

- Coordinate project activities with CARICOM Member States, to ensure alignment with programme objectives and operational realities.
- Initiate, coordinate and attend meetings and workshops with project staff and stakeholders to achieve project objectives.
- Monitor delivery of project activities, equipment and services to ensure timely, cost-effective and compliant implementation.
- Facilitate interoperability between national maritime agencies and regional partners (e.g., CARICOM IMPACS, RSS), supporting harmonized procedures, and shared information systems.
- Contribute to operational and logistical planning for multi-agency missions, capacity-building exercises, and technical deployments.
- Coordinate and monitor joint operations across participating Member States.
- Prepare and update budget estimates as required; support procurement processes including tender documentation and contract preparation in accordance with IMPACS regulations.

- Support, expenditure tracking and financial forecasting, and timely processing of project payments.

### **C. Stakeholder Engagement and Knowledge Transfer**

- Act as a liaison between CARICOM IMPACS, national maritime authorities, regional bodies, and international partners to ensure smooth project execution.
- Engage with the donor Agencies to support fulfilment of contractual and reporting obligations.
- Coordinate with service providers and technical partners to ensure delivery of contractual and operational requirements.
- Organize and facilitate workshops, consultations, technical briefings, stakeholder meetings, and training sessions to promote collaboration and transfer knowledge to national Maritime Units.
- Capture and disseminate lessons learned, and technical insights to enhance sustainability and institutional capacity-building within Member States.

### **D. Monitoring, Evaluation and Reporting**

- Track activities, outputs, and milestones and compliance with approved project plans.
- Prepare quarterly reports, status updates, analytical summaries, and other reporting requirements for internal and external stakeholders.
- Prepare and submit mid-term, ad hoc and final project reports, as required.
- Maintain comprehensive project documentation for audits, evaluations, donor reviews and internal oversight.
- Support development and maintenance of monitoring tools, dashboards, and project documentation.

### **E. Undertakes 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**

- Bachelor's Degree in Project Management, Maritime Studies, Security Studies, Environmental Science, International Relations, or a related field

- Master's Degree will be an asset.
- Minimum 3–5 years of experience in project management, maritime operations, security coordination, or related disciplines.
- Demonstrated experience working with regional or international organizations will be an advantage.
- Knowledge of maritime security frameworks, UNCLOS, environmental crime issues, and regional operational structures will be an asset.
- Excellent analytical and problem-solving skills.
- Exceptional written, verbal communications and presentation 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.

### **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.*

