



Caribbean  
Public Health  
Agency

**CARPHA**

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## INTRAOFFICE MEMORANDUM

**TO:** All Staff **DATE:** November 28, 2019

**FROM:** Director – Corporate Services  
Mr. Mark Sami *Mark Sami 28/11/2019*

**ORIGINATOR:** Human Resource Manager *[Signature]* [  ] For the Record  
Ms. Binta Dalrymple

**SUBJECT:** **Vacancy Announcement**

CARPHA now invites applications from suitably qualified individuals for the following job opportunities: -

➤ **CARPHA: Headquarters, Port of Spain**

**Administrative Assistant – G4**

Under the direct supervision of the Senior Technical Officers of the Chronic Disease and Injury (CDI) Department, the position of Administrative Assistant consists of a variety of tasks that are carried out in accordance with prescribed standardized secretarial practices and procedures. Working contacts are with Member States, International Development Partners (IDP's) and all staff members, requiring in-depth knowledge and function of CARPHA's systems, policies and procedures.

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CARPHA is serving as the Executing Agency for selected regional activities under a World Bank – funded Organization for Eastern Caribbean States (OECS) Regional Health Project. The Project Development Objective (PDO) is to 'improve preparedness capacities of health systems for public health emergencies in the OECS region'. The project will be executed from 2019 to 2024 and will be implemented under CARPHA's Surveillance, Disease Prevention and Control Division. To fulfil this objective several experts will be required to work on this project.

**Project Officer – P3**

Under the direct supervision of the Programme Coordinator, the Project Officer will have general oversight for the Project and will be responsible for the administration, planning, managing and implementing of CARPHA-led regional project activities, and monitoring and reporting on the project. The successful candidate will initiate discussions and ensure preparation of CARPHA's work plans related to the project, and budgets and the production of project progress reports.

### **Procurement Officer – P2**

Under the supervision of the Procurement Manager, the Procurement Officer will be responsible for assisting with the planning, monitoring and control of all aspects of procurement processes for goods and services, ensuring compliance with internal regulations, instructions and guidelines on procurement procedures and with the World Bank Procurement rules and regulations. The position also supports the development of organization-wide systems, processes and procedures for procurement and contracting.

### **Finance Officer – P1**

Under the supervision of the Project Accountant, the Finance Officer will provide critical support in the administration, budgeting and reporting for the World Bank OECS project, ensuring that project is delivered within budget and in accordance with World Bank regulations. The incumbent will ensure that all financial activities related to the project are executed within CARPHA's financial regulations.

**Kindly refer to the attached Terms of Reference for additional details on the required qualifications, experience and competencies.**

Applications, including Job Applicant's Profile Summary Form, Cover Letter and Curriculum Vitae and copies of relevant documents must be submitted by **December 31, 2019** to:

**The Manager  
Human Resource Department  
Caribbean Public Health Agency (CARPHA)  
P.O. Box 164  
PORT OF SPAIN, TRINIDAD  
E-mail: [hrm@carpha.org](mailto:hrm@carpha.org)**