



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY

Programme Assistant Programme Management Unit

The Organisation of Eastern Caribbean States (OECS) is the inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance between countries and dependencies in the Eastern Caribbean. [Read More...](#)

Applications are invited from suitably qualified nationals of Member States of the Organisation of Eastern Caribbean States (OECS) to fill the post of **Programme Assistant** at the OECS' Programme Management Unit based in Saint Lucia.

This position is for The Organisation of Eastern Caribbean States (OECS) Programme Management Unit.

KEY DUTIES

Under the direction of the Head, Programme Management Unit (PMU), the Programme Assistant will provide support to the Unit's focus areas including Programme Management, Project Management, Monitoring and Evaluation, and Procurement, including the Travel Desk.

The main tasks will include, but will not be limited to the following:

Programme/Project Management & Administrative Support

1. Maintain an effective customer relationship with Divisions/Units and external partners in the delivery of PMU's goals
2. Assist with the development and implementation of annual work plans and budgets that reflect the approved programme, functions and strategic plans of the Unit
3. Assist in the coordination of activities for the development of the Commission's Annual Work Plan and Budget
4. Coordinate and drive the process for work programme reporting to fulfil Organisational reporting obligations to OECS Commissioners, including:

- a) Analysing Unit reports and assist with PMU's due diligence, quality assurance, and technical assistance
 - b) Consolidating Unit reports, liaise with key partners and preparing the Organisation's Quarterly Performance Report
5. Assist in the preparation of the Organisation's Annual Progress Report
 6. Facilitate logistics for meetings/training conducted by the Unit

Monitoring & Evaluation

1. Provide support in monitoring the AWPB and Project M & E Frameworks of the Commission
2. Monitor central online Unit reporting on a monthly basis and undertake quality assurance and due diligence obligations, which includes providing continuous feedback to Units on content of submissions and alignment to Unit Outcomes and KPIs
3. Liaise with internal and external partners to undertake research and compile data for the monitoring and evaluation of the OECS Economic Union
4. Assist the Head M & E with the reconciliation of the Annual Work Plan and Budget Report
5. Drive and maintain an effective system to monitor and evaluate participant feedback from training initiatives spearheaded by the Unit
 - a) Provide reports on training impact and response
 - b) Highlight requests for training in new/special areas and re-direct as necessary to relevant Units for consideration

Procurement

1. Manage and maintain the Organisation's comprehensive electronic database for procurement of goods, works and services (including information on alignment to Strategic Priorities and Unit Goals)
2. Manage and maintain the OECSC consultant/contractor database which includes classification of services and CV registry.
3. Undertake other duties and responsibilities, commensurate with the grade of the post directed by the Head of Unit

QUALIFICATIONS AND EXPERIENCE

- An Associate's Degree in a related field or equivalent
- At least 3 years' experience in organisation-wide report preparation
- Extensive knowledge of the OECS region and particular understanding of the role and responsibilities of the OECS Commission.
- Knowledge of Results Based Management will be an asset.

COMPETENCIES

The holder of the post should possess the following competencies:

- Drive with Purpose and Vision
- Create an Environment of Trust
- Builds Effective Teams
- Ensures Accountability
- Demonstrates Decision Quality
- Communicates Effectively

TERMS OF APPOINTMENT

The position is on the fixed-term basis for the period of one year with potential for extension, subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts housing and vehicle allowances. The Officer will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme. Reasonable location expenses will be reimbursed where applicable.

Application Procedures

Applications are to be submitted for the attention of: **The Human Resources Unit, Post of Programme Assistant, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** and should reach by **21st September, 2018**.

Applications should include Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

Applications can also be sent via e-mail to jobs@oecs.org

Only applications under consideration will be acknowledged.