Job Openings

**Head, CBU**
Economic Affairs & Regional Integration · Roseau, DM

**Head, Competitive Business Unit**
The Organisation of Eastern Caribbean States (OECS) is an 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...]

**JOB SUMMARY**
Under the direction of the Director, Economic Affairs and Regional Integration Division (EARID), the Head, Competitive Business Unit (CBU), is expected to develop a compelling vision and strategy to strengthen the capacities of SMEs to support economic growth across the Member States.

The Head CBU will drive institutional strengthening, develop robust programmes initiated through thematic areas such as: Export Production, ITC, Trade Development, Manufacturing and Agribusiness, Creative and Innovative Industries. Lead the work of the Organisation with respect to matters related to trade and trade policy, economic sectors and supporting macro-economic framework initiatives.

The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

**KEY DUTIES**
The specific duties for this role are categorised in five categories and are as follows:

- Design market penetration strategies and identify niche market opportunities that are informed by and aligned to market research;
- Determine business training needs and use this information to provide generic and bespoke skills to entrepreneurs;
- Design mechanisms to improve access to finance such as concessionary financing; financial advice and assistance with preparing financing proposals;
- Collaborate with the OECS Trade Policy Unit and the OECS Economic Development Policy Unit to design programmes for the beneficiaries of CBU’s services;
- Generate creative solutions that enable innovative strategies to resolve challenges
- In collaboration with the OECS Information Technology Unit, diagnostics and prepare IT infusion plans, provide IT technical support and training;
In collaboration with OECS Project Management Unit and OECS Development Cooperation and Resource Mobilisation Unit, mobilise technical assistance and appropriate resources to provide services to the SMEs;

Develop a high performing team by acquiring, developing and engaging talent, acting as a coach and mentor for EARI CBU employees

Lead the formulation and execution of annual work plans that are aligned with the Commission's strategic goals;

Represent the CBU on the EARID’s management team;

Collaborate with internal stakeholders to drive decisions related to the advancement of the region’s socio-economic agenda

Collaborate and coordinate with partner organisations to build an entrepreneurial culture in the OECS region and identify technical assistance needs and most appropriate source of provision

Conceptualise and rollout appropriate events in collaboration with national trade export agencies;

In collaboration with the OECS Communications Unit, promote the Unit’s work and advocate for national and regional enabling environment conditions to support entrepreneurs;

Represent the Commission at appropriated, relevant national, regional and international fora.

Conduct research to develop policy proposals and to design appropriate interventions to fulfil the Commission’s agenda; to create an entrepreneurial culture in the OECS region;

Regularly evaluate the investment in entrepreneurs to gauge the impact on the beneficiaries;

Work closely with the OECS Project Management Unit to ensure that the Unit incorporates M&E results and lessons learnt in its operations;

Prepare analytical reports on the impact of SMEs (inclusive of entrepreneurs) on the economies of OECS Member States as required by the organisation

EXPERIENCE & KNOWLEDGE

At least a Master’s Degree in Business Administration, Strategic Management, Economics, Commerce or related field; plus no less than 5 years’ experience working at a senior level in a national and/or regional organisation involved in business development, trade promotion;

Proven ability to manage talent to deliver operational goals, through coaching and mentoring; organise, prioritise, manage time, manage conflicts, and a proven ability to manage and contribute to staff skills and technical and professional development;

Excellent communication (writing, presentation) skills, with fluency in English. Ability to speak French would be an asset;

Computer literate, well-acquainted with Microsoft Word, Excel, and PowerPoint.
CORE COMPETENCIES

- Drive with Purpose and Vision
- Build Effective Teams
- Communicates Effectively
- Demonstrates Decision Quality
- Creates an Environment of Trust

TERMS OF APPOINTMENT

Job Location
The OECS Commission Competitive Business Unit is located in the Commonwealth of Dominica. The position of Head, Competitive Business Unit (CBU) is open to nationals of OECS member states and the position is placed at the OECS Commission Headquarters, Morne Fortune, Castries, Saint Lucia.

Benefits
The position is on permanent establishment 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 other allowances. The incumbent will be eligible for membership in the Organisation’s non-contributory Group Health and Life Insurance Scheme. Reasonable relocation expenses will be reimbursed where applicable.


Only applications under consideration will be acknowledged.