Programme Assistant, Health
Human & Social Cluster · Castries, LC

Department Human & Social Cluster
Employment Type Fixed Term
Minimum Experience Experienced

PROGRAMME ASSISTANT - HEALTH 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

The OECS Health Unit sits within the Human and Social Cluster of the Social and Sustainable Development Division of the OECS Commission. The Unit works closely with its partners PAHO/WHO and CARPHA in delivering to Member States technical and programmatic support in priority health areas. The Four major Pillars of the OECS Health Agenda are:

- Health Empowerment and Healthy Environments
- Equitable Access to Sustainable Quality Health Services
- Accessible Information for Strategic Governance of Health
- Long term Investment for Resilient Health Systems

The OECS Regional Health project will be executed in the OECS countries of Dominica, Grenada, Saint Lucia and St Vincent & the Grenadines and in collaboration with the Caribbean Public Health Agency CARPHA which is the other regional institution on the project. The main aim of the project is to Improve preparedness capacities of health systems for public health emergencies in the OECS region. CARPHA provides the technical support and the Health Unit leads the OECS Commission in the development and implementation of coordination mechanisms for health emergency services for OECS countries to strengthen regional capacity to mobilize first responders and critical health supplies to affected areas, including inter alia, strengthening of systems, facilitating movement of patients and/or specialized health human resources and training on a minimal initial service package in sexual and reproductive health in the context of public health emergencies.
DUTIES
The principal role of the Programme Assistant is to provide operational and technical support to the Project Director, Project Manager and other professionals with development, coordination, and implementation of work plans, management of project resources and the supervision of budgets and expenditures related to the work programme; so as to contribute to the fulfilment of obligations related to the WDF projects, the Revised Treaty of Basseterre and the OECS Development Strategy. It is also necessary that this role fosters relationships with key stakeholders.

Under the operational and direct supervision of the Project Director, the Programme Assistant will be responsible for the following tasks:

Administrative Support
- Coordinate travel and accommodation.
- Coordinate administrative and logistical arrangements for meetings/conferences/workshops related to the projects.
- Provide rapporteuring support to meetings/conferences/workshops.
- Maintain relevant information data bases of all documentation in relation to the outputs of the project, including all correspondences, reports, procurement records, accounting information and contact information in keeping with the rules and procedures of the OECS Commission.
- Maintain effective liaison with Divisions/Units as well as officials within the Region and International agencies, as may be required by the projects.
- Liaise with all counterparts and stakeholders in OECS Member States, and others as required to foster strong relationships that will facilitate effective implementation of all aspects of the work programme.
- Collaborate with the OECS Communication Unit to identify communication opportunities and strategies to raise awareness among stakeholders on the work being undertaken.

Technical Support
- Provide support to the Project Manager with the development and implementation of robust project plans in collaboration with the project implementation teams, to ensure the successful delivery of the OECS Regional Health Project.
- Provide support in the conduct of research and production of documents on health systems issues and response (associated with related thematic areas of the projects) at the national, regional and international levels to guide decision-making, appropriate interventions, formation of strategic partnerships and development of plans in support of the projects.
- Work closely with Health and Disaster Preparedness and Response partners at the national, sub-regional and international levels towards coordination and implementation of strategies and plans.
- Assist with the development and implementation of annual work plans and budgets that reflect the approved program, functions and strategic plans.
- Assist with the preparation and execution of special initiatives and projects.
- Support the Procurement Officer with project procurement when required.
- Perform any other related duties as may be assigned/approved by the Head of Health or the Project Manager, including working collaboratively with the broader OECS Commission.

Monitoring & Evaluation
• Provide support in monitoring the project work plan and other reports as required (Work Plan and Budget Report).
• Provide inputs/support to the narrative Progress Report and to tracking data for indicators to be reported in the Results Framework.
• Provide support to the work programme reporting disciplines of the Commission (DCRM, PMU)

EXPERIENCE & KNOWLEDGE
The ideal candidate should have:
• A Bachelor’s Degree in Business Administration/ Public Administration a relevant field, with at least 1 year experience working within a relevant area of Health/Social Science.
• Project Management training or exposure is an asset.
• Knowledge of frameworks, agreements, institutional architecture in the OECS and CARICOM preferred.
• Practical knowledge and work experience in administrative support for policy, programme/project coordination at the national and/or regional levels.
• Demonstrated operational experience in relevant areas of Health/ Social Services desirable.
• Strong computer skills with good working knowledge of Microsoft Office and other relevant tools.
• Demonstrated interpersonal communication skills, with a strong emphasis on verbal and written communication.
• Demonstrated ability to work collaboratively with appropriate interpersonal, negotiation and conflict resolution skills.
• Demonstrated strong organisational and time management skills (demonstrates efficiency and effectiveness).
• Demonstrated strong judgement and analytical thought in solving complex issues.

CORE COMPETENCIES
• Drive with Purpose and Vision
• Create an Environment of Trust
• Build Effective Teams
• Ensure Accountability
• Demonstrate Decision Quality
• Communicate Effectively

TERMS OF APPOINTMENT
Job Location
The OECS Commission is headquartered in Castries, Saint Lucia. The position of Programme Assistant, Health Unit is open to nationals of OECS Member States and the position is placed at the OECS Commission headquarters.
Benefits
The position is on the fixed term 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.

The initial contract is for a period of 2 years with potential for renewal for an additional year, and the probationary period is 3 months with potential for extension to a maximum of 6 months.

Deadline for applications: 13 March 2020.

Only applications under consideration will be acknowledged.