



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY

PROGRAMME OFFICER Human Social Cluster (HSC)

KEY DUTIES

Under the direction of the Head, Education Development Management Unit (EDMU), the Programme Officer will provide support to the Human Social Cluster (HSC), particularly the Education Development Management Unit, in managing activities funded by UNICEF and other donors and will focus on Technical Direction and Project Management and Monitoring and Evaluation.

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

Operations and Administrative Management

- Support the coordination of technical and strategic direction of UNICEF funded projects and provide monitoring support to the Head, EDMU;
- Assist with the development and implementation of annual work plans and budgets that reflect the approved programme, functions and strategic plans of the Unit;
- Provide advice and direction on strategic policy issues and ensure gender is mainstreamed and integrated in the project activities;
- Work closely with the Unit's team to ensure full compliance with OECS Commission, UNICEF and other donors' rules, regulations and policies;
- Facilitate and find solutions on specific issues raised by Project Boards and at project team meetings impacting implementation (i.e. logistics, procurement, political, bottlenecks in implementation, project management compliance, etc.);
- Maintain an effective customer relationship with Divisions/Units and external partners in the delivery of EDMU's goals;
- Assist the Head, EDMU with quarterly reports and workplans, including progress reports, technical reviews, meeting reports, etc;
- Analyze Unit reports and assist with EDMU's due diligence, quality assurance, and technical assistance;
- Facilitate logistics for national and regional meetings/training conducted by the Unit for activities related to UNICEF funded projects;
- Support in project budgeting and financial reporting of UNICEF funded projects, ensuring that reports are prepared and submitted in a timely manner;
- Support with completing UNICEF's FACE and HACT forms as required by the Head, EDMU;

- Assist in the management and monitoring of project risks initially identified, submit new risks to the Head, EDMU for consideration and decision on possible actions if required; update the status of these risks in the risk register
- Provide support to the programme and activities of other units within the Human Social Cluster.

QUALIFICATIONS AND EXPERIENCE

- At least a post graduate degree in Social Sciences or related field.
- At least 5 years' experience in Education, Monitoring and Evaluation or Finance
- Extensive knowledge of the education system in the OECS region and up-to-date on international
- Knowledge of Results Based Management will be an asset
- Experience in project management
- Previous work experience in a multilateral organization would 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 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 allowance. 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 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 are to be submitted for the attention of: **The Human Resources Unit, Programme Officer-HSC, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** or via email to jobs@oeqs.int on or before **Friday 18th February 2019**.

Only applications under consideration will be acknowledged.