



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY First Secretary, Brussels

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...](#)

BACKGROUND

The ECS Embassies and technical Mission to the EU represents 5 countries of the Eastern Caribbean: Antigua and Barbuda, Dominica, Saint Lucia; St. Kitts and Nevis and St. Vincent and the Grenadines.

The office is accredited to Belgium, the EU and the African, Caribbean and Pacific Group of States (ACP) and liaises mainly with the Government of Belgium, the European Commission and its various Directorates; the European Parliament, the ACP Secretariat, the OPCW in the Hague and the WTO in Geneva.

The role and function of the Mission has evolved over the past 10 to 15 years to correspond to the growth and development of the OECS economies, which have impacted and continue to impact the nature of the development finance relationship with the main partners in Europe. With the gradual move of OECS countries out of agriculture and into financial services, the main area of work of the Mission is now development finance.

Specifically, the mission addresses (1) Tax related issues including the EU tax good governance agenda; tax reform including the EU tax blacklisting process; (2) Negotiations for a Post-Cotonou agreement with the EU, including domestic resource mobilization; Graduation and ODA; mobilization of private resources, macro-economic stability (3) Impact of BREXIT on OECS economies; (4) CELAC negotiations with the EU; (5) Other issues such as climate change, blue economy, SIDS Forum; SDGs etc.

The First Secretary is required to support the Mission in monitoring and analyzing developments in the EU related to development finance; draft comprehensive reports on issues identified above; craft and prepare position papers and negotiating texts and reports to Member States.

KEY DUTIES

Under the direction of the Ambassador, the 1st Secretary will be responsible for the following tasks:

1. Assist with general administration and management of the Mission.
2. Monitor and report on developments under the major international agreements that OECS Member States have signed, specifically the Cotonou Partnership Agreement and successor arrangements
3. Participate in the negotiations for a successor agreement to Cotonou
4. Monitor the implementation of financial and technical cooperation arrangements with the European Union, including the European Development Fund and successor cooperation instruments, and provide strategic information to OECS Member States and the Secretariat to assist with consultations, discussions and negotiations, as required.
5. Monitor and report on general developments regarding trade, economic and political interests of the OECS Member States under cooperation arrangements with the EU, its institutions and its Member States, providing analysis for the way forward in relation to OECS Member States' policies.
6. Work closely with various institutions and networks in Europe that are or can be of interest to the OECS Member States and report on developments within them with a view to enhancing political, financial and technical cooperation, including the CELAC, SIDS network, African Union, OIF, OCTA, etc.
7. Assist in the promotion of trade and investment interests of OECS Member States for sustainable development, including seeking out opportunities in bilateral, institutional and multilateral fora.
8. Prepare for and, as required, participate in negotiations and consultations within the EU, particularly in relation to the implementation of the EPA, UN Agencies, etc.
9. Carry out research and prepare documentation on issues of relevance to the interests of OECS Member States, and provide analytical briefs and background notes as required.
10. Liaise and interact with officers of the OECS Secretariat and OECS Geneva Mission on trade and economic matters
11. Deputize for the Ambassador where necessary and generally assist him/her in carrying out his/her diplomatic duties and responsibilities

Undertake any other related duties assigned by the Ambassador.

Qualification and Experience

Experience

- 5-8 years working experience in similar role(s)
- 10 years plus a Bachelors Degree

Qualifications

Masters Degree in International Relations, Economics /Development Economics, International Law, Trade or related discipline
Master

COMPETENCIES

- Drive with purpose and vision
- Create an environment of trust
- Build effective teams
- Ensure accountability
- Quality decision making
- Effective Communication

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, First Secretary, Brussels, OECS Commission, Morne Fortuné, P.O. Box 179, Castries, Saint Lucia** or via email to jobs@oecs.int on or before **Friday 24th February 2019**.

Only applications under consideration will be acknowledged.