



ORGANISATION OF EASTERN CARIBBEAN STATES

VACANCY

PROGRAMME OFFICER I

The Secretariat of the Organisation of Eastern Caribbean States (OECS) is inviting applications from suitably qualified nationals from its Member States to fill the position of Programme Officer 1.

KEY DUTIES

Under the direction of Project Manager, Electronic Government for Regional Integration Project (EGRIP), the Programme Officer will be responsible for assisting with coordination of project implementation and procurement activities for the EGRIP in accordance with the Guidelines as described in the Project documents and Credit/Loan Agreements.

More specifically, the Programme Officer will be required to:

Project Management

- (i) Assist the Project Manager to monitor requests made to stakeholders, such as the OECS Secretariat, World Bank and the Participating countries;
- (ii) Monitor the approved recommendations for changes to the project activities/indicators, compare with the Project Appraisal Document and prepare summary documents;
- (iii) Coordinate, collate and analyze responses/ feedback from key stakeholders;
- (iv) Prepare project documents summarizing responses / feedback from the stakeholders;
- (v) Review Project deliverables and provide technical advice;
- (vi) Assist with the timely and effective implementation of project components by working closely with Country Based Specialists to ensure that the required timeline is met at the national level;
- (vii) Liaise with consultants, contractors and suppliers on matters related to project implementation, keeping the Project Manager informed of overall project progress.

Procurement Process

- (i) Serve on Evaluation Committees, draft Evaluation Reports and analyze the results of evaluation processes and issue recommendations to ensure quality, efficiency and transparency in implementing the program, and solving of procurement issues.
- (ii) Maintain Registers for relevant Consultants, Vendors, contractors, Suppliers and Service providers and conduct research and due diligence on specifications, technologies, prices and capacity.
- (iii) Provide assistance with drafting and publication of procurement documents, including Requests for Expressions of Interest; Specific Procurement Notices, Terms of Reference, Requests For Proposals, Bidding Documents, Contracts and other related documents;
- (iv) Assist with training of relevant stakeholders to increase capacity and improve probability of successful procurement exercises.

Contract Management

- (i) Maintain Asset Register, including records of goods received, their quality and quantity, compliance with contract schedules, specifications and accounts for actual deliveries;
- (ii) Assist the Procurement Specialist, in coordination with the Project Manager, handle warranty and insurance claims;
- (iii) Review existing contracts and other services and supply agreements and propose enhancements or alternative arrangements where appropriate;

Reports and Documentation

- (i) Track and update 'Actuals' of the Detailed procurement plans on a regular basis, flag and analyze variances, issue recommendations for revisions.
- (ii) Assist in maintaining the official project records (including preparing of the IFRs) and submit reports to the participating OECS Member States and the World Bank, as required, through the Project Manager and OECS Secretariat;
- (iii) Provide assistance in maintaining a proper filing system for all relevant procurement documents (including Procurement Checklists and Contracts Register) and reports for the World Bank supervision missions and Audit exercises;
- (iv) Serve as Assistant Technical Secretary to the EGRIP Regional Technical Committee;
- (v) Assist to perform other duties as assigned by the Project Manager (Head of REGU) and the OECS Secretariat.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate should have:

- (i) Bachelor's degree in Information and Communications Technology (ICT), Business Administration, Public Administration, Commerce, Accounting, Engineering, Law or other related field.
- (ii) A minimum of two years of progressively responsible experience in procurement operations and project management.
- (iii) At least two years direct experience working with donor-financed (preferably World Bank) projects.
- (iv) Ability to communicate effectively in written and oral formats and to prepare reports.

DESIRABLE

- ICT qualifications and experience.
- Knowledge of World Bank procurement policies, financial reporting systems and accounting procedures.
- Proficient computer skills and sound knowledge of logistics.

TERMS OF APPOINTMENT

The position is for a period of **two (2) years** and salary is tax free. The successful applicant will also be eligible for membership in the Organisation's Group Health and Life Insurance.

APPLICATION PROCEDURES

Applications are to be submitted for the attention of:

Human Resource Officer,
Programme Officer 1,
OECS Secretariat, Morne Fortuné,
P.O. Box 179, Castries, Saint Lucia
E-mail: oesec@oecs.org

The deadline for application is **Friday, 15th July 2011**. Applications should include the specific Programme Officer 1, 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.

The Secretariat wishes to thank all applicants for their interest in the vacancy, however only those applications under consideration will be acknowledged.