



## **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 Communications Assistant.

#### **KEY DUTIES**

Under the direction of Project Manager, Electronic Government for Regional Integration Project (EGRIP), the Communications Assistant will be responsible for technical and administrative support to the REGU spanning: preparation of reports, the dispatch of press releases, documentation for scheduled meetings, and sorting and distributing information. The position also solicits and monitors information from participating countries to ensure that there are comprehensive updates of the relevant reports and the REGU newsletters.

More specifically, the Communications Assistant will be required to:

- I. Provide assistance and technical support to the REGU by performing a variety of administrative and organizational functions;
- II. Design, layout and preparation of the REGU newsletter, press releases, reports and other documents;
- III. Photocopy documents;
- IV. Prepare requisition for basic office supplies;
- V. Document Management - File and retrieve documents;
- VI. Conduct research to prepare various documents or reports;
- VII. Update the data base on media personnel;
- VIII. Prepare and distribute documents in a timely manner; and
- IX. Produce calendar of activities for the REGU.

#### **QUALIFICATIONS**

The ideal candidate should have:

An Associate's Degree in Mass Communication and should also possess a sound working knowledge and training in:

- (i) Operation of basic audio visual equipment.
- (ii) Graphic Design;
- (iii) Communication;
- (iv) Management principles;
- (v) Audio visual production techniques; and
- (vi) Information management.

## EXPERIENCE

The job requires about eighteen months working experience at a similar organization. The incumbent should also ideally gain his/her experience from anyone of the following:

- (i) A government information services organization;
- (ii) A public relations firm;
- (iii) A media house;
- (iv) A library;
- (v) A university; and
- (vi) A sub-regional or regional institution.

## 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,  
**Communications Assistant**,  
OECS Secretariat, Morne Fortuné,  
P.O. Box 179, Castries, Saint Lucia  
E-mail: [oesec@oecs.org](mailto:oesec@oecs.org)

The deadline for application is **Friday, 15<sup>th</sup> 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.***