



CARICOM DEVELOPMENT FUND DETAILS OF THE POST OF COUNTRY PROGRAMME ASSISTANT

Applications are invited to the abovementioned position in the CARICOM Development Fund (CDF) from suitably qualified nationals of the Caribbean Community (CARICOM) Member States and Associate Members of CARICOM who are legally resident in Barbados. The assigned duty station for this position is in Barbados.

FUNCTIONS OF THE POST:

The Country Programme Assistant provides administrative, analytical and statistical support for the Regional Development Division as well as assistance in project/programme administration and project/programme portfolio management activities related to the country programmes/projects of the CARICOM Development Fund. The position requires the ability to collect and organize required data and information, apply appropriate computer skills in analyzing and developing the data, prepare notes to, and sections of routine reports as well as undertake background research and analysis.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate should possess:

1. a Bachelor's degree from a recognized University in business administration or finance or project management or related fields and at least 3 years of relevant work experience; or
2. at least a Diploma in project/programme management or management with five years relevant work experience;
3. Proficiency with computer-based applications – Microsoft Project and Microsoft Office; and
4. Good oral and written communication skills.

The candidate should be highly organized and be able to:

1. undertake the responsibilities mentioned above at the required level.
2. interact in a professional manner with Government officials of CARICOM Member States; and
3. operate in a small office environment with minimal supervision.

SPECIFIC TASKS AND DUTIES:

A list of the specific duties can be made available on request.

APPLICATION:

Applications in English with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of skills and/or expertise, co-ordinates (including email addresses) of three references at least two of whom must be familiar with the applicant's work and other relevant information should be submitted by **April 8, 2011** and addressed to:

**The Chief Executive Officer
CARICOM Development Fund
1st Floor, Old Town Hall Building
Bridgetown, Barbados**

Or send email to: opportunity@caricomdf.org

ONLY SUITABLE APPLICANTS WILL BE ACKNOWLEDGED