

CARICOM DEVELOPMENT FUND

DETAILS FOR THE POST OF DIRECTOR OF REGIONAL DEVELOPMENT

Applications are invited from suitably qualified nationals of the Caribbean Community (CARICOM) Member States and Associated Members of the Community to fill the abovementioned position in the CARICOM Development Fund (CDF) with duty station located in Barbados.

1. SUMMARY DESCRIPTION:

Under the general direction of the Chief Executive Officer, the Director, Regional Development is responsible for designing, preparing and implementing policies for lending and non-lending interventions of benefit to the private sector, as well as participating in the mobilisation effort to acquire financial resources to implement the mandates set for the CARICOM Development Fund (CDF).

2. SPECIFIC TASKS AND DUTIES

The Director Regional Development is the leader of a team of Programme Specialists supported by a cadre of specialists and is a member of the senior management team of the CARICOM Development Fund. The incumbent will support the Chief Executive Officer in efficiently fulfilling the provisions of Chapter 7 of the Revised Treaty and shall:

- (i) lead country missions and manage the design of Country Assistance Programmes (CAPs), region and sector strategies, programs and interventions after consultation with National and Regional stakeholders;
- (ii) manage the process of identification and development of components to be included in the Country Assistance Programmes;
- (iii) oversee the supervision of CAPs, including managing the Programme Specialists to ensure a robust Results Based Management framework and the attainment of set targets;
- (iv) advise on disbursements as well as monitor achievements from time to time with a view to achieving the targets;
- (v) negotiation of suitable Terms and Conditions with Member States/Borrowers/Recipients of CDF resources;

- (vi) convene meetings of the Focal Points to the CARICOM Development Fund to mitigate against duplication and provide forum for consultation;
- (vii) support research and development effort with respect to identification of business opportunities;
- (viii) support Member States in the design of region wide strategies for the mobilization of investment and the promotion of the region as an efficient destination for investment;
- (ix) support Member States in the development of project to support and enhance the competitiveness of strategic regional industries and enterprises as well as develop new competitive industries in disadvantaged countries and regions;
- (x) review country, region and sector issues including government policies, strategies, plans, and institutional capacities, as well as provide input to the senior management of the CARICOM Development Fund for the development of, sector and sub-region wide strategies for disadvantaged member states;
- (xi) facilitate communication between the CARICOM Development Fund other executing agencies and Member States as well as actively engage in co-ordination with other development partners, nongovernmental organizations and the government, for development assistance for disadvantaged countries, regions and sectors;
- (xii) collaborate with CDEMA on post natural disaster assistance; and
- (xiii) production of Divisional Annual Work Plan.

Financial Administration

- (i) Assist the Chief Executive Officer in formulating the strategy and best modality for garnering financial resources to implement the approved programmes and interventions of the CARICOM Development Fund.
- (ii) The Director, Regional Development Division shall assist in identifying funding sources to be targeted, quantify resource requirements, participate, where necessary, in the design strategies to approach specific development partners, prepare financing requests and maintain a database on fundraising experiences; and
- (iii) be responsible for the preparation of the Divisional annual budget for technical assistance interventions to ameliorate the disadvantaged circumstances for the approval of the Board.

Human Resource Management

- (i) Participate in the processes for selection, development and discipline of staff in keeping with the employment policies and practices of the CARICOM Development Fund; and
- (ii) responsible for mentoring staff under his/her supervision.

Community and Public Relations

- (i) Ensure the organization, its mission, programs, products and services are consistently presented in a strong positive image to relevant stakeholders.

Representation

- (i) Undertake frequent and high pace mission travel in connection with the CARICOM Development Fund (CDF) Work Programme; and
- (ii) represent the CARICOM Development Fund in National, Regional and International Fora as required.

Perform any other reasonable responsibilities that may be assigned by the Chief Executive Officer from time to time.

3. QUALIFICATIONS AND EXPERIENCE

The candidate should possess:

- (i) a Post Graduate Degree from a recognised University in the field of Finance or Project Management;
- (ii) a minimum of 10 years working experience in the private or public sector as a senior official with familiarity of Multi-lateral Development Bank's operational policies and procedures. Including private sector operations; knowledge of the Economic, Financial, Administrative and Political issues facing the CSME;
- (iii) experience in developing and administering a Sector Restructuring and investment Programme for a developing Member State or managing development projects with numerous sub-components, would be an advantage; and
- (iv) competence in oral and written communication, strong interpersonal and negotiation skills and strong analytical capabilities would be desirable.

The Director of Regional Development should also have practical experience in Development Finance, Economics and/or Project Management. The holder of this position must be a self-starter and results driven with leadership ability of a high standard. The job requires the incumbent to be of the highest integrity.

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

5. RECRUITMENT AND APPOINTMENT

Appointment will be on contract for a specified period. It will be subject to such regulations, rules, orders and instructions as exist and as may be introduced from time to time in respect of service with the CARICOM Development Fund.

6. APPLICATIONS

Applications with curriculum vitae details should include: nationality, date of birth, work experience, educational qualifications, summary of professional skills and or expertise, language proficiency, list of professional publications, coordinates (including e-mail addresses) of three (3) referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

Chief Executive Officer
CARICOM Development Fund
1st Floor
Old Town Hall Building
Cheapside BB11142
BRIDGETOWN, BARBADOS

and sent by email to aparris@caricomdf.org

7. Applications should be submitted by **20th August, 2010.**