

CARIBBEAN COMMUNITY SECRETARIAT

DETAILS OF THE POST OF DEPUTY PROGRAMME MANAGER, YOUTH DEVELOPMENT

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

2. FUNCTIONS OF THE POST

Under the direction of the Programme Manager, Culture and Community Development, the incumbent is required to collaborate with relevant organisations and agencies to facilitate development and/or implementation of programmes that will:

- Mainstream youth issues across various sectors in national planning, programmes and budgets;
- Promote and increase awareness of youth and community development issues and initiatives among public and private sector agencies, including youth organisations/non-governmental organisations (NGOs), community based organisations (CBOs) and young people throughout the Member States and Associate States;
- Develop and disseminate information and best practices which will inform policies aimed at strengthening and building capacity of national and regional youth governance structures such as Ministries/Departments responsible for Youth Affairs, National Youth Councils and the CARICOM Youth Ambassador Programme, particularly as it relates to the implementation of the CARICOM Youth Development Action Plan (CYDAP).

Performance in the position shall be deemed effective if the incumbent is able to:

- Mainstream youth development issues in Community programmes and policies especially the CARICOM Single Market and Economy (CSME);
- Provide technical assistance to Member States in developing national youth policies; implementing the CYDAP; monitoring and evaluating progress towards realising the CARICOM Youth Development Goals;
- Improve institutional capacity at national and regional levels to mitigate youth risk and vulnerabilities.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess a Masters' Degree in Sociology /Social work or related social science, with professional qualifications in a field such as youth work, community development, social administration or development, **plus** at least five (5) years of relevant and equivalent experience which should have been gained in an established organization and working at a senior level. The experience should ideally be in one or more of the following types of organisations:

- Public sector institutions
- Regional and/or international organizations
- Non-governmental organization with a mandate for youth development

In addition, the incumbent should have acquired demonstrable competence in:

- Policy/proposal writing
- Project formulation, implementation and evaluation
- Human relations and networking
- Relevant computer applications (i.e. Microsoft Office Suite, including MS Project).

4. DUTIES AND RESPONSIBILITIES

Under the direction of the Programme Manager, Culture and Community Development, the **Deputy Programme Manager, Youth Development** will be required to:

- (i) **PROMOTE** youth participation and partnership in development, democracy, and governance, particularly at the national level and decision making at the national and regional levels, by:
 - (a) Working with governments, regional youth networks and other partner agencies to devise youth development and empowerment policies and programmes;
 - (b) Coordinating and building capacity of the CARICOM Youth Ambassador Programme;
 - (c) Facilitating the implementation and providing regional oversight of the CYDAP 2017 – 2022;
 - (d) Undertaking research and disseminating information on relevant issues;

- (e) Assisting stakeholders in preparing concept papers and articles on global development issues in the area of youth and governance;
 - (f) Providing technical assistance and organizing capacity building workshops for youth organizations and agencies across the Region to facilitate their meaningful participation in youth policy and programme planning.
- (ii) **FOSTER COLLABORATION** on youth development issues in the Region, particularly to increase the skill and knowledge of young people by:
- (a) Working with and through networks and other structures such as Youth Ministries/Departments, the CARICOM Youth Ambassador Programme, National Youth Councils, NGOs and CBOs across the region to develop and enhance programmes;
 - (b) Planning, coordinating, delivering and evaluating programmes;
 - (c) Undertaking research and using this to inform and/or enhance youth related policies and programmes.
- (iii) **PARTICIPATE** in managing the Regional Youth Development Programme by:
- (a) Developing, implementing and evaluating an annual operational plan anchored in the CARICOM Youth Development Goals and Action Plan 2017– 2022;
 - (b) Advocating for, and lobbying multilateral and bilateral development organizations to increase resource allocation for youth development projects and implementing approved donor funded projects;
 - (c) Preparing documents and presentations for meetings of COHSOD and Directors of Youth Affairs;
 - (d) Preparing relevant reports for internal and external stakeholders.
- (iv) **PREPARE** the Annual Work Programme and Budget for the Youth Development Sub-Programme and identify, in collaboration with youth leaders, Directors of Youth Affairs and other stakeholders, the Key Results Areas (KRAs), to be used as determinants of successful delivery of the Work Programme.
- (v) **PREPARE** Programme and Project Proposals in relation to the Work Programme.

- (vi) **PREPARE** reports of meetings, seminars, workshops and quarterly reviews of the work programme.
- (vii) **REPORT** on official travel.
- (viii) **ASSIST** with the scheduling and logistical tasks associated with the execution of consultancies, review and approve deliverables submitted by the consultants.
- (ix) **ASSIST** with some administrative tasks relating to the Programme implementation, including follow-up with Member States, regional bodies, non-governmental organizations and stakeholders within the Secretariat.
- (x) **ORGANIZE** technical and policy level meetings and provide technical briefs to inform deliberations at the meetings;
- (xi) **CONTRIBUTE** to a positive and professional image of the CARICOM Secretariat at all times in keeping with its Core Values.
- (xii) **PERFORM** any other duties as may be assigned by the Programme Manager/Director from time to time.

In addition to the Activities outlined above, the incumbent is expected to perform other related duties as assigned.

5. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

6. EDUCATION GRANT

The officer shall be eligible for the payment of an education grant in respect of children (including step children and legally-adopted children) who require reasonable education facilities that are not available at the assigned duty station or whose education the officer would not want to disrupt in relocating to take up this appointment.

The grant shall apply to children under the age of twenty-three years and shall not exceed seventy-five per cent of the cost of tuition (including text books), room and board up to a maximum total of EC\$16,200.00 per year per child for a maximum of two children at any one time. The grant is payable for a maximum of five years.

7. SETTLEMENT GRANT

On assumption of duty in Guyana, the officer shall be paid a settlement grant in respect of the staff member, his or her spouse and each eligible child or other approved dependent. The number of dependents eligible for Settlement Grant shall not exceed six (6) persons.

8. RECRUITMENT AND APPOINTMENT

Appointment may be on contract or on secondment from a Public Service or a statutory body of a Member State or approved regional organisation. 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 Secretariat.

An officer recruited from outside the assigned duty station, on first appointment, will be provided economy class air passages by the most direct route for the officer, spouse and children (provided they are below the age of eighteen years, unmarried and dependent on the officer) and for such other dependents not exceeding two as may be approved by the Secretary-General, provided that the number of children and other dependents does not exceed six (6) in all.

In addition to passages, the officer will be granted the following transportation allowances:

- (i) ocean freight charges, including insurance, for shipping personal and household effects to Guyana, not exceeding 1250 cubic feet, plus a motor car (if the officer already owns one);
- (ii) the cost of transporting baggage, personal and household effects from the home of the officer to the place of embarkation and from the port of disembarkation to the place of residence in Guyana; and
- (iii) the cost of packing and crating personal and household effects.

9. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of twenty (20) working days a year and a leave grant after every twelve months of service in respect of the officer, spouse and up to two dependent children.

10. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities extended to officials of the Caribbean Community in accordance with Article 8 of the Community's Headquarters Agreement with the Government of Guyana.

11. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

The officer will be required to participate in the Secretariat's group health and group life and accident insurance schemes. With respect to the health scheme, the officer will contribute fifty per cent of the premium. The life and accident insurance scheme is non-contributory.

12. SUPERANNUATION

An officer on contract shall, subject to his/her services being satisfactory and having completed at least six (6) months of the contractual term of employment be eligible for the payment of a gratuity. The gratuity shall be at the rate of twenty per cent of the officer's basic salary, calculated for each day of completed service and shall be payable at the end of the officer's contractual period (including for this purpose any period of extension or approved leave). Where the appointment is on secondment, the Secretariat will pay to the officer's substantive employer, over the period of secondment, a contribution not exceeding twenty-five per cent of the pensionable salary normally payable to the officer by that employer so as to maintain the pensionable status of the officer in the substantive employment.

13. APPLICATIONS

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

**Human Resource Management
Caribbean Community Secretariat
Turkeyen, Greater Georgetown, Guyana**

and sent by email to applnhrm@caricom.org

- 14.** Applicants **must** complete the **Profile Summary Form** included with the website notices.
- 15.** The deadline for the submission of applications is **14 May 2017**.