



**DETAILS OF THE POST**  
**PROJECT OFFICER**  
**ENERGY**

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**

The **Project Officer, Energy** provides project management, analytical and decision support to the Programme Manager, Energy, with the objective of accomplishing effective and timely execution of the Energy Programme, within the Energy Unit, by managing and supervising aspects of the Work programme, conducting research and analysis on issues related to sustainable energy, and proposing improvements to the design and execution of the Programme, so as to enhance its overall effectiveness and efficiency. The Programme Manager relies on the Project Officer to achieve success in the Programme.

**3. QUALIFICATIONS AND EXPERIENCE**

A Bachelor's Degree in Energy, Engineering, Applied Science, Natural Science or related field from a recognized university or equivalent qualification, **plus** at least five (5) years of experience, working within the Energy Sector. ***Experience within a similar environment in the Caribbean is desirable.***

The candidate should ideally gain his/her experience from:

- International and Regional organisations
- Public and/or private sectors
- Energy institutions
- Academic institutions

In addition, the incumbent should have the following:

- Deep understanding of, and technical competence in, the field of Energy.
- Strong analytical skills.
- Experience in project design, project preparation and project report writing.
- Good understanding of project and knowledge management issues.
- Competent IT capability; familiarity with energy information systems and energy planning tools is an asset but is not necessary.
- Highly developed interpersonal, negotiation, influencing and communication – including public speaking, presentation and writing – skills, with an ability to interact effectively with a range of stakeholders through a variety of media.

#### 4. DUTIES AND RESPONSIBILITIES

***Key Result 1: Effective management of the energy database to support energy planning, strategy and policy development.***

##### *Activities*

- 1.1 **COORDINATES** and **MANAGES** the collection and evaluation of information on energy policies, plans and regulations within the Region, especially to, *inter alia*, identify “inconsistencies” among the policies, plans and regulations and determine their “suitability” to support the countries, in particular, and the Region, in general, in the pursuit of their targets and notional aspirations on sustainable energy and climate change;
- 1.2 **COORDINATES** and **MANAGES** the Energy Data, Energy Information and Knowledge Management aspects of the Energy Programme, to include the timely input from and, *where necessary*, support for Member States and other key stakeholders;
- 1.3 **COLLABORATES** with the competent authorities and institutions to manage the collection and compilation of energy statistics and production of energy information, to include the joint publication and promotion of products and services, to support the Regional energy reporting mechanism for CARICOM; and
- 1.4 **TRACK, MONITOR and UPDATE** database on all regional energy initiatives in CARICOM including energy professionals and regional organisations in support of the various energy initiatives in a timely manner.

***Key Result 2: Effective facilitation of research, promotion of energy awareness, information and knowledge sharing and capacity building.***

##### *Activities*

- 2.1 **CONDUCTS** independent research and analyses to support the development of concept documents, papers, reports and publications on a diverse set of Regional-level issues that are relevant for deepening understanding on, and promoting progress in, sustainable energy, in particular, and sustainable development, in general;
- 2.2 **COORDINATES** and **MANAGES** CARICOM Energy Month activities, to include the management of Consultancies and the establishment of indicators for its impact on sustainable energy awareness in the Community, as well as an appropriate review and feedback mechanism for facilitating continuous improvement;
- 2.3 **COORDINATES** and **MANAGES** the development and continuous updating of CARICOM-appropriate Energy Awareness tools, material and products, to include the CARICOM Energy internet and social media sites, so as to provide accurate and updated resources for the multiple stakeholder groups operating within the CARICOM energy sector; and

- 2.4 **COORDINATES** and **MANAGES** the design and delivery of training, knowledge exchange and awareness-building events through, inter alia, workshops, webinars, seminars, conferences, on agreed areas of specializations on energy.

**Key Result 3: Effective facilitation of meetings of CARICOM Energy Unit and Energy Stakeholders groups.**

*Activity*

- 3.1 **COORDINATES** and **SUPPORTS** meetings of CARICOM energy stakeholder groups, including Focal Points, Working Groups, and Task Forces, to include the C-SERMS Platform, *which is a knowledge-sharing mechanism for hosting regular stakeholder discussions.*

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

**5. EMOLUMENTS AND BENEFITS**

This is an S1 post. The salary range for this position is EC\$9,250.00 to EC\$11,840.00 per month.

**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 (23) years and shall not exceed seventy-five per cent (75%) of the cost of tuition (including textbooks), room and board up to a maximum total of EC\$16,200.00 per year per child for a maximum of two (2) children at any one time. The grant is payable for a maximum of five (5) 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 the permanent establishment 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 staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community 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 (18) 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 45.3 cubic meters, 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 (12) 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**

Subject to your acceptance by the Secretariat's insurance carrier, the Officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the Officer will contribute fifty per cent (50%) of the premium. The life and accident insurance scheme is non-contributory.

**12. SUPERANNUATION**

An Officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 percent of the Officer's basic salary to the pension plan. 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 (25%) 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 the email addresses of three (3) referees (**at least two of whom must be familiar with the applicant's work**), should be addressed as follows:

**for the attention of –**

Ms Deon Nicely-Simpson  
Adviser  
Human Resource Management  
Tel. No.: (592) 222-0001-6, Ext. 2322  
Email: [assistance@caricom.org](mailto:assistance@caricom.org)  
Copied to: [deon.simpson@caricom.org](mailto:deon.simpson@caricom.org)