### DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

**Job Title: Advisor**

**Level:** Junior Professional

**Reporting to:** Director of Trade and Sustainable Development

**Type of appointment:** Full time

**Duration of appointment:** Three years (with an option of renewal for two years)

**FUNCTIONS OF THE POSITION:**

Under the general guidance and support of the Secretary General, reporting to the Director, the Adviser will assist in the design, development, implementation and management of technical assistance projects for the organization in the areas of Transportation, Trade Facilitation, and Sustainable Development; as well as assist with the setting up of structures needed to coordinate the delivery of technical assistance with a specific focus on the programme area of transport.

**DUTIES AND RESPONSBILITIES**

*Core Duties and Responsibilities*

Assist in the development of plans for transport, trade facilitation, and sustainable development plans for the ACS Members States.

Collaborates with the Secretary General, the Director, and other Directorates to implement trade, sustainable development and transport plans.

Works with the Director and other Directorates to provide professional input in developing appropriate projects for delivering technical assistance to member states in the area of transportation, trade facilitation and sustainable development.

Designs and develop projects in line with trade, transport, and sustainable development with a focus on transport in order to fulfil the ACS’s mandate in collaboration with other Directorates.

Prepares preliminary concept papers/notes on transport, trade facilitation and sustainable development.

Analyse and edit technical reports on transport, trade facilitation and sustainable development in collaboration with Director and other Directorates.

Represents the Directorate at meetings in the absence of the Director.

Assist in the development and implementation of work programmes for the Directorate in collaboration with other Directorates and the mandate set out by the member states.

Contributes to the preparation and delivery of written reports for the Director.

Support project implementation and management plans including scope, budget, resources, risk and quality for assigned projects.

Advise the Director on the development of a work programme that mainstreams the 2030 Sustainable Development Goals which are relevant to the mandates of trade and external economic relations, transport, sustainable tourism;

Advise the Director on the creation, rationale, coordination and implementation of ACS policies, programmes and projects which contribute effectively to the development process of the Greater Caribbean.

Assist the Director in the design, presentation and management of cooperation projects on trade, transport and sustainable development to fulfil the ACS mandate.

Assist the Director in managing programmes, projects and consultancies undertaken by the Directorate in accordance with established guidelines.

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Act as a resource persons on issues in accordance with the policies, programmes and projects of the Directorate, creating synergies amongst the areas;

Conceptualize project profiles and prepare proposals in collaboration with the Director for submission to the Directorate for Cooperation and Resource Mobilisation;

Assist the Director in managing the financial, technical and logistical areas of projects undertaken by the Directorate, creating synergies amongst the areas;

Assist the Director in organising, executing, monitoring and following up on activities of the Directorate stemming from the mandates received from the Special Committees as well as those received from the higher bodies of the ACS within its purview;

Monitor regional developments of issues relevant to the mandate of the Directorate so as to identify risks and opportunities for the ACS development agenda and make recommendations regarding the studies, projects and programmes.

Develop and implement an early warning system to monitor analyse and report on issues that could affect trade, transport, and sustainable development in the region.

Conduct research, co-ordinate and monitor the compilation of data and statistical information on studies, policies, projects and programmes undertaken to support the work of the Directorate and to populate the ACS observatory

In consultation with the Director and with the support the Research Assistant, collaborate with the Communications Unit to prepare content for publication on the ACS website and social media pages and create knowledge products endorsed for wider distribution based on lessons and multi-country experience;

Represent the ACS at official meetings, events, workshops and conferences as designated.

Perform such other duties as may be assigned from time to time within the scope of responsibility

**KNOWLEDGE AND COMPETENCIES**

* Excellent organisational, planning and time management skills;
* Excellent oral and written communication skills in two (2) of the official languages of the ACS;
* Proactively applies relevant international best practices to own work;
* Ability to successfully apply the Secretariat/Directorate’s policies and strategies in interactions with key stakeholders in member states and international partners;
* Ability to work under pressure in a multi-cultural environment;
* Knowledge and experience in the use of project management tools such as logical frameworks;
* Experience in developing work plans;
* Experience of building networks and relationships with stakeholders;
* Ability in analytical problem solving and critical thinking;
* Advanced Computer literacy with working knowledge of Microsoft Office Suite, including MS Project, and Business Power Intelligence tools
* Professionalism, Integrity and Accountability;
* Diplomatic acumen is desirable. Knowledge of theory, principles and practices of governmental and transportation planning and policy, current trends in regional and local and international transportation and logistics planning.
* Knowledge of statistical and research methods as it relates to the collection of data.
* Knowledge of future transportation needs and transportation systems and logistics.
* Theory and principles of automated data collection and processing.
* Ability to prepare reports, collect, analyse and compile statistical and technical information pertaining to transportation planning.
* Ability to prepare comprehensive, clear and concise planning reports
* Strong analytical skills
* Project management skills
* A solid experience in the areas of international and regional trade as well as trade policy, development and formulation.
* Experience in the full understanding of modern transport operational systems.
* Experience in the application of Technology into management of international trade and transport.
* Excellent writing, editing, reporting and oral communication skills in English and either Spanish or French.

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

* Postgraduate qualification in Business Administration, Logistics and Supply Chain Management, Industrial Engineering, Transport Economics, International Trade or a relevant field.
* Knowledge of local and regional, international transportation principles and laws.
* Knowledge and experience in Trade Facilitation, FAL-65, International Conventions on maritime and air transport.
* Knowledge of regional and international trade policies.
* At least five (5) years progressive experience in regional and international trade and transportation, at national, regional or international levels in public or private sector.

**REMUNERATION PACKAGE:**

* Monthly Remuneration: US$3,830.20 (tax exempted);
* Purchase of airline ticket to and from Port of Spain, Trinidad and Tobago for the professional and up to four dependents from the point of origin;

* Repatriation allowance (one-time payment corresponding to basic monthly salary) upon arrival in Trinidad and Tobago;
* Shipping of personal effects from and to point of origin in keeping with relevant guidelines;
* Group Health Insurance for the Professional and dependants (if applicable).
* Participation in the ACS International Staff Fund (employee - 7% and employer – 14%);
* Annual paid vacation entitlement of 25 working days (2.08 per month).

**ASSESSMENT**:

Evaluation of qualified candidates for this position will include a Competency/based Interview, a Language Proficiency Assessment and an Assessment Exercise.

**APPLICATION PROCEDURES:**

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](https://acrobat.adobe.com/us/en/acrobat.html?promoid=KSBOO) or [Adobe Acrobat Reader DC](https://get.adobe.com/uk/reader/). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Rodolfo Sabonge

Secretary General

Association of Caribbean States

5-7 Sweet Briar Road, St. Clair

PO Box 660, PORT OF SPAIN

Tel: 868-622-9575

Fax: 868-622-1653

And sent by email to: [hrcontact@acs-aec.org](mailto:hrcontact@acs-aec.org)

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

**Only** **electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.**

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.