

PROGRAMME OFFICER

LOCATION: Santo Domingo, Dominican Republic
Reporting to: Deputy Executive Director

SUMMARY OF RESPONSIBILITIES

The Programme Officer will be responsible for providing effective and timely administrative support to the Sub Regional Office (SRO) of the Caribbean Export working directly with the Deputy Executive Director of the Agency.

KEY RESULTS REQUIRED

- Provide administrative support to the team members of Caribbean Export's sub-regional office;
- Prepare project documents and budgets in the framework of the Regional Private Development Programme (RPSDP) managed by Caribbean Export and funded by the European Union under the 11th EDF;
- Liaise with CARIFORUM stakeholders both public and private of the 11th EDF RPSDP with special emphasis to those based in the Dominican Republic;
- Maintain the records and filing system for the Project as appropriate (hard copy and electronic);
- Arrange meetings, prepare agendas, record minutes of meetings;
- Assist with the preparation of reports and publications as required;
- Gather and disseminate accurate information and documents to members of the Programme Team;
- Prepare lists of invitees and speakers for the various meetings;
- Draft and send out invitations to the various participants; and
- Facilitate travel arrangements for the Project Team, speakers and selected invitees.

Any other duties as required by the Agency, including project related activities.

CORE COMPETENCIES

- Ability to demonstrate a thorough understanding of administrative functions, Agency policies and procedures and effectively apply this knowledge;
- Excellent organisational skills;
- Excellent team working skills;
- Good oral and written communication;
- Good inter-personal skills;
- Demonstrated problem-solving capability;
- Ability to communicate effectively and to develop good rapport with staff and clients;
- Ability to work under pressure with competing demands;
- Ability to work effectively in a multi-cultural, diverse, dynamic environment;
- Knowledge of CARIFORUM States and/or European Cooperation would be an assets;
- Fluent in at least two of the following languages and working knowledge of the third one: English, French and Spanish;
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

TRAVEL DEMANDS

Regional and International travel might be required

EDUCATION / EXPERIENCE / CREDENTIALS

- Bachelor's degree in management, accounting, international trade and/or related fields;
- Three (3) years or more working experience preferably in an international setting. Additionally, experience working with development projects would be a plus;
- Sound knowledge of Microsoft Office 365 and other appropriate computer software applications; and
- CARIFORUM and/or EU national.

APPLICATIONS

Interested applicants must send their CV's accompanied by a motivation letter by e-mail to eoliveira@carib-export.com by November 24, 2017.