

CARIBBEAN REGIONAL FISHERIES MECHANISM (CRFM) SECRETARIAT

DETAILS OF THE POST OF DEPUTY EXECUTIVE DIRECTOR

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 Regional Fisheries Mechanism (CRFM) Secretariat with assigned duty station in St. Vincent and the Grenadines.

1. FUNCTIONS OF THE POST

The Deputy Executive Director is responsible for assisting in the overall management of the CRFM Secretariat and for the coordination of the technical programmes of the CRFM Secretariat, ensuring that systems for scientific and technical quality control are developed and adhered to. The Deputy Executive Director will play a strong supporting role to the Executive Director in the identification and development of technical projects and the acquisition of funding.

2. QUALIFICATIONS AND EXPERIENCE

Candidates should possess:

A PhD. in Fisheries Sciences, Fisheries Management, Fisheries Economics, Aquaculture, Marine Policy and Law, Natural Resource Management, Project Management, Public Administration or in a related field, **plus** five (5) years relevant working experience in fisheries management and development at a senior management level.

OR

A Masters Degree in Fisheries Sciences, Fisheries Management, Fisheries Economics, Aquaculture, Marine Policy and Law, Natural Resource Management, Project Management, Public Administration or in a related field **plus** nine (9) years relevant work experience in fisheries management and development at a senior management level.

Candidates should also have experience in the development and implementation of projects and the acquisition of funding and possess:

- (i) Good working knowledge of fisheries assessment and management;
- (ii) Experience in project / programme and policy development and management;
- (iii) Organisational Management and Leadership skills;
- (iv) Exceptional Communication skills; and

- (v) A good working knowledge of information technology applications.

Candidates should also be bi-lingual with English as their mother language, with competence in Spanish or French.

3. DUTIES AND RESPONSIBILITIES

Under the direction of the Executive Director, CRFM, **the Deputy Executive Director**, will be required to:

- a) **COORDINATE** specified technical and scientific programmes as identified by the Executive Director with elements falling within the responsibility of different Programme Managers in the CRFM Secretariat. May also be required to function as a Resource Person in support of the development of specific selected activities under the direct programme responsibility of particular Programme Managers;
- b) **ASSESS** the CRFM Secretariat's needs for information, statistics and other services, and **consult** with the Executive Director and the Programme Managers/Coordinators on coordination of activities and **participate** in formulating technical and scientific management policy;
- c) **PARTICIPATE** in the analysis of fisheries data and information generated;
- d) **EVALUATE** the effectiveness of integrated programmes as well as external programmes to assess the achievement of outputs;
- e) **EXAMINE AND EVALUATE** existing fisheries research and development methodologies on a global basis and **set** in train on-going measures to improve the efficacy, efficiency and technical integrity of the CRFM's Secretariat research and development methodologies;
- f) **COORDINATE** initiatives aimed at the development of human resources throughout the CRFM Member States;
- g) **DEVELOP** through consultation, CRFM Regional positions/approaches in respect of regional and international fora, and represent the Member States at such fora;
- h) **ENSURE** the quality control of the scientific and technical deliverables of the CRFM;
- i) **REVIEW** all scientific and technical proposals, **plan and document** reports produced within the CRFM Secretariat, or for the CRFM Secretariat by external organizations and **provide** advice to the Executive Director;
- j) **CO-ORDINATE** the preparation of quarterly, and annual technical progress reports;
- k) **PARTICIPATE** in the meetings of the Management Committee and Business Committee, and provide leadership to the Technical Committee;

- l) **ADVISE** the Executive Director on the technical and scientific work of the CRFM Secretariat; and
- m) **PERFORM** any other duties in line with job responsibilities that may be assigned by the Executive Director.

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

5. SETTLEMENT GRANT

On assumption of duty in St. Vincent and the Grenadines, the officer shall be paid a settlement grant in respect of self, spouse and each eligible child or dependant (up to two), provided that the total number of children and other dependants does not exceed five in all.

6. RECRUITMENT AND APPOINTMENT

Appointment will be on contract for three (3) years, 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 CRFM.

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 to a maximum of two as may be approved by the CRFM provided that the number of children and other dependents does not exceed five 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 St. Vincent and the Grenadines, 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.
- (iii) the cost of packing and crating personal and household effects.

7. LEAVE

The officer will be eligible for the grant of vacation leave at the rate of thirty-five (35) working days a year, a leave grant after twelve months of service in respect of the

officer, spouse and up to two dependent children and eligible for twenty-eight (28) days sick leave a year. All leave earned must be taken within the period of the contract.

8. PRIVILEGES AND IMMUNITIES

The officer will be accorded such privileges and immunities that are available to staff members of the CRFM whose assigned duty station is in St. Vincent and the Grenadines.

9. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE

Subject to the acceptance by the Secretariat's insurance carrier, Sagicor Life Inc, the officer will be eligible to participate in the CARICOM 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.

10. SUPERANNUATION

An officer on contract will, subject to satisfactory service, be eligible for a gratuity at the rate of twenty per cent of basic salary, computed on the basis of completed periods of three months' service and payable at the end of the contract. Where the appointment is on secondment, the CRFM 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 pension status of the officer in the substantive employment.

11. APPLICATIONS

Applications in English Language with full curriculum details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, contact information (**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:

**Executive Director, CRFM Secretariat,
Belize City, P.O. Box 642, Belize
and sent by email to: secretariat@crfm.int**

- 12. The deadline for the submission of applications is Friday 15 January 2021. Shortlisted candidates will be contacted in February 2020 to arrange interviews. The position will remain open until filled.**