



JOB DESCRIPTION
Technical Specialist – Delegation in Dominica

Objective of Position

To assist with the preparation and implementation of the National Annual Strategic Plan (and all associated technical cooperation actions) in Dominica and the IICA ECS Programme of work for the delivery of technical cooperation services for the sustainable development of agriculture and the rural milieu.

Purpose

To provide technical and other support for the implementation of the Institute's Medium-Term Plan 2022-2026 through effective oversight of the day-to-day operations of the Delegation in Dominica and participation in the IICA ECS Technical team in support of the delivery of the Institute's technical cooperation actions at the national and sub-regional levels.

Duties

Under the direction and management of the Representative in the ECS:

- i) Collaborate and consult with the Ministry of Agriculture, Fisheries, Blue and Green Economy, other key Government Ministries and other public and private sector stakeholders engaged in agriculture, rural development and related areas of activity in order to assess, evaluate and elaborate the National Technical Cooperation Agenda and to prepare annual action plans for its implementation;
- ii) Prepare, implement and monitor Annual National Strategic Plan, Technical Cooperation Actions, and budget for the IICA Delegation in Dominica in support of the delivery of a strong technical cooperation programme which is aligned with the Institute's Medium-Term Plan, IICA ECS Programme of Work, Caribbean regional strategy and the national policies, plans and priorities of the Government of Dominica;
- iii) Engage relevant senior officials including Ministers of Government to provide periodic briefings on the activities of the Institute and to ensure effective participation of Ministers and other senior officials in the Institute's Governing bodies and other important fora/meetings;
- iv) Contribute to the formulation, resource mobilization, negotiation and implementation of technical cooperation projects and activities at the hemispheric, regional and sub-regional levels including the provision of technical support as requested for the implementation of the national technical cooperation actions in other Member Countries of the Eastern Caribbean States;

INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

OFFICE IN SAINT LUCIA

P.O. Box 1223, Castries, Saint Lucia, W.I. Tel (758) 451 6760/61 Fax: (758) 451 6774 Email: iica.lc@iica.int



- v) Organize, manage and prepare adequate and timely reports and make entries into the Integrated Management System on the implementation of the National Annual Strategic Plan in Dominica and for all other activities in which the Technical Specialist is providing support and has responsibility;
- vi) Prepare Annual Reports of IICA's Contribution to the promotion of competitive and sustainable agriculture in Dominica and coordinate the hosting of the IICA Annual Accountability Seminar in the country where the Annual Report is presented;
- vii) Coordinate with and directly supervise the Assistant Executive Secretary to ensure that the Institute's administrative and accounting procedures are adhered to, all deadlines are met and effective internal and external communication systems are in place including those that enhance the visibility of the Institute's technical cooperation actions;
- viii) Any other duties as assigned by the ECS Representative.

March, 2024

INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

OFFICE IN SAINT LUCIA

P.O. Box 1223, Castries, Saint Lucia, W.I. Tel (758) 451 6760/61 Fax: (758) 451 6774 Email: iica.lc@iica.int