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## RE-OPENED PROJECT OFFICER

### *- Procurement, Budgeting, Reporting, Communication*

### European Union Food Security Programme for the Caribbean: Sanitary and Phytosanitary (SPS) Measures Action

The Inter-American Institute for Cooperation on Agriculture (IICA), Delegation in Barbados, is inviting applications for a **Project Officer** under the **European Union (EU) Food Security Programme for the Caribbean: Sanitary and Phytosanitary (SPS) Measures Action “Addressing SPS Barriers to Agricultural and Fishery Trade in the Caribbean”**. IICA is the executing agency for this EU funded Action. The overall objective of the Food Security Programme is to enhance the (environmental and social-economic) resilience and the sustainability of food systems in the Caribbean, in order to promote food and nutrition security, particularly for groups in vulnerable situations. The SPS Measures Action seeks to improve food-processing capabilities so as to increase regional food distribution by addressing SPS barriers and solutions to intra-regional trade of agricultural and fisheries products, including on traceability and circular economy processes.

#### **Role and Responsibilities**

- The Project Officer will assist with the overall implementation of the SPS Measures Action including, but not limited to procurement, budgeting, reporting and communication of project activities in order to ensure the attainment of targets and efficient implementation within the timeframes outlined in the Project work plan and in keeping with the guidelines and procedures of IICA.
- Specific tasks to be undertaken include but will not be limited to:
  - o Facilitation and coordination of the procurement of goods and services; including the development of Terms of References and Contracts using IICA’s prescribed templates.
  - o Development and maintenance of a database for providers of goods and services.
  - o Development of a formal database/cataloguing system for Consultants and Contracts including the payment schedules and deliverable submissions.
  - o Development and implementation of a monitoring system for Contracts.
  - o Preparation of annual budgets and procurement forecasts.
  - o Preparation of annual and quarterly reports for the Donor and reports for the Governance Meetings.
  - o Facilitation of communication and visibility actions relating to project interventions including information product development, events and social media.
  - o Compilation of baseline data/information for consultants.
  - o Facilitation of linkages with partners and collaborators.

- Position: Full-time consultant. The appointment will for one year in the first instance, with an option to renew, and will be based in the IICA Barbados Office.

**Minimum Requirements:**

- Advanced University Degree (Master's or equivalent), preferably in Project Management, Procurement, Administration or a related area with at least 2 years post qualification experience.
- A First degree in Project Management, Procurement, Administration or a related area will be considered with more than 5 years post qualification experience.
- A full understanding of procurement and budgeting concepts as well as experience with coordinating communication and visibility activities are required.
- Knowledge of the agricultural sector in the Caribbean would be beneficial.

**Competencies and Skills:**

- Good organizational skills and ability to multi-task and work in a team.
- Excellent capacity to develop documents for regional and international stakeholders.
- Excellent written and oral communication skills in English.
- Computer literacy in Microsoft Suite - Word, Excel, Power Point, Project as well as knowledge and experience with web-based technologies.
- Basic knowledge of Spanish would be an asset.

**Interested Persons:**

**Please submit a cover letter, curriculum vitae and two references**

**via e-mail to: [sps.project@ica.int](mailto:sps.project@ica.int)**

**Attention: SPS Project Manager; by the close of business March 14, 2025**

**Inter-American Institute for Cooperation on Agriculture (IICA)**

**Manor Lodge**

**Green Hill, St. Michael**

**BARBADOS**

*Please Note: Only shortlisted candidates will be acknowledged*