



**INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE  
VACANCY ANNOUNCEMENT NO. 002**

<b>POSITION</b> Project Coordinator	<b>TYPE OF APPOINTMENT</b> Temporary (34 Months)	<b>DATE OF ANNOUNCEMENT:</b> January 28, 2026  <b>EXPIRATION DATE:</b> February 18, 2026
<b>DUTY STATION</b> Guyana	<b>FINANCING</b> External Resources	<b>CATEGORY</b> Local Professional Personnel

**Mission:**

Coordinate technically, administratively, and financially the implementation of the project, ensuring compliance with the planned actions and the achievement of expected results, in close coordination with the Ministry of Agriculture of Guyana

**Responsibilities:**

- Develop the operational plan, as well as the monitoring and evaluation plan of the project, including instruments that contribute to an agile, efficient, and effective technical and financial execution.
- Organize and coordinate the activities to be developed by the different professionals and teams involved in the project, in accordance with the approved operational plan.
- Participate in the process of convening, selecting, and hiring national, international consultants and specific service providers provided for in the project's operational plan.
- Provide technical guidance and ensure adequate planning, organization, implementation and documentation of management meetings, events, workshops, and other intervention activities in the beneficiary regions of the project, fostering synergy and coherence among teams, consultants and facilitators.
- Execute and/or technically accompany the implementation of activities programmed to generate the products and results of the project, in coordination with the management staff, IICA Representation in Guyana and the Ministry of Agriculture of Guyana
- Consolidate and keep updated concept notes, timelines, budgets, presentations, and all relevant project documentation.
- To accompany, verify and evaluate the performance of the personnel in charge, in coordination with the technical and/or administrative management staff of the IICA Representation in Guyana.
- Review and give conformity on the technical and formal quality of the products, verification means and/or inputs generated by consultants, workshop and event facilitators, service providers, in coordination with the management staff, IICA Representation in Guyana.
- Participate in the verification and conformity processes of the products, means of verification and/or inputs generated by consultants, in coordination with the project leader and the IICA technical coordinator in Guyana.



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- To manage with the IICA Administration, the payments corresponding to the contracts, indicating the compliance of the deliverables and/or what leads, as appropriate.
- Control and manage efficiently the financial resources allocated to the project, ensuring the highest percentage of budget execution, within the deadlines.
- Prepare the project management and results reports and ensure their timely presentation to the donor , in coordination with the technical and/or administrative personnel of the IICA Representation in Guyana.
- Provide periodic reports to the IICA, MoA and other project stakeholders, when appropriate or required, following good practices of accountability and agile project management.
- Maintain close relations of communication and coordination with the personnel designated by the IICA, as well as with all the key actors (public, private, civil organizations, leaders and leaders) involved in both Georgetown and the regions.
- Feed and maintain an electronic repository of the technical, administrative and institutional management documentation of the project, including a map or navigation guide.
- Comply with the values, strategic statements, policies, rules and procedures of the IICA in terms of technical, administrative, operational, financial and human talent management.
- Identify, formulate and promote new projects or services with sources of external financing, which contribute to complement, expand or take advantage of new opportunities for cooperation in institutional strengthening, networks and regional/territorial sustainable development.
- Carry out other activities required by the IICA Representative in Guyana that contribute to the success of the project, as well as advocacy, replication and/or scaling initiatives.

## **Profile of the Post:**

- Project manager in areas linked to international cooperation, with direct responsibility for design, coordination, administration, implementation, monitoring, reporting, personnel management, administrative/financial management, relationship with donors, etc.
- Identification, formulation and negotiation of projects (fundraising).
- Management of financial resources for project implementation
- Work on inter-institutional coordination and development of coordination networks.
- Supervision and/or coordination of multidisciplinary work teams.



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<ul style="list-style-type: none"> <li>Results-based management.</li> <li>Knowledge of the agricultural and rural sector of Guyana.</li> </ul>		
<b>Academic Qualification:</b> <ul style="list-style-type: none"> <li>Master's Degree in Project Management, Business Administration, Knowledge Management or Information Technology</li> </ul>		
<b>Language:</b> <ul style="list-style-type: none"> <li>Mother tongue English</li> <li>Knowledge of Spanish will be an asset</li> </ul>		
<b>Experience:</b> <ul style="list-style-type: none"> <li>At least 5-9 years' work experience in a similar position</li> </ul>		
<b>Skills/Other Requirements:</b> <ul style="list-style-type: none"> <li>Police clearance (only for successful applicant).</li> <li>Motivation/self-reliance works well independently with minimal supervision</li> <li>Teamwork: good interpersonal skills and ability to maintain effective working relations</li> <li>Time management: able to work under pressure, prioritize and work within deadlines</li> <li>Flexibility: able to multi-task and work on concurrent assignments</li> <li>Communication skills: able to present and relay oral and written information effectively</li> <li>Use of technology: Proven ability to make effective use of computers and software programs such as Microsoft Office (Word, Excel, Outlook).</li> </ul>		

The closing date for applications is **January 31, 2026**. Applicants should send a Cover Letter and detailed Curriculum Vitae including two (2) references via email [iica.guyana@iica.int](mailto:iica.guyana@iica.int). Suitable applicants will be considered, and none will be rejected on the grounds of gender, race, religion or ethnic origin.