



JOB VACANCY

Position : Technical Officer (Projects)

Objective of the Position: To provide administrative/technical assistance to the Delegations in Saint Lucia and the Eastern Caribbean States in the development and implementation of the national and sub-regional technical cooperation projects within the framework of the IICA Medium Term Plan.

Duties

Under the direction of the Representative in the Eastern Caribbean States:

1. Provide technical and administrative support to the Representative and National Specialist in the Saint Lucia Delegation in the development and implementation of the technical cooperation actions and projects in Saint Lucia and where appropriate, lead the implementation of technical cooperation projects and actions in Saint Lucia and the ECS.
2. Serve as ECS Focal Point and Lead on youth engagement and empowerment and develop initiatives to advance an agenda for youth in agriculture in the ECS.
3. Update and manage the database of potential donors and windows/opportunities for resource mobilization and liaise with donors and strategic partners to compile and disseminate information on specific funding opportunities in support of the ECS resource mobilization efforts.
4. Assist the Representative in engaging strategic partners and donors serving the OECS subregion by conducting research, convening meetings and in the preparation of documentation/information to support the preparation of Agreements (MoUs, LoAs, etc.) and other instruments of cooperation.
5. Conduct research and compile/analyze information to support the Representative and the ECS Delegations in developing, implementing, monitoring and reporting on national, multicountry and sub-regional technical cooperation projects as well as to support ECS delegations in undertaking national technical cooperation actions.
6. Support the development of communication and visibility materials (e-invites, presentations, press releases, social media postings, project updates, etc.) to showcase technical cooperation actions under multi-country and sub-regional projects.
7. Provide general administrative support to the effective operations of the Delegation including the answering and directing of incoming telephone calls and receiving visitors to the office.
8. Perform any other duties as may be assigned by the ECS Representative.

Qualifications First level university degree in Agriculture, Business Management, Administration or Social Sciences desirable.	Areas of Specialization • Computer literacy – Word, Excel, Power-point, etc. • Strong interpersonal and organizational skills • Good writing, communication and analytical skills • Basic knowledge of project management principles and proposal writing.
Experience Minimum of 2-4 years' experience in an agricultural development position.	
Remuneration Salary commensurate with qualifications and experience.	
Application with Curriculum Vitae, proof of qualifications, picture ID, and the names and contact information of two (2) references should be sent to: The Representative, IICA Delegation in Saint Lucia, via email: iica.lc@iica.int Deadline Date: March 31, 2026 NOTE: Only short-listed applicants will be acknowledged.	