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PROJECT OFFICER

NEIGHBOURHOOD, DEVELOPMENT AND INTERNATIONAL COOPERATION INSTRUMENT (NDICI) ECONOMIC PARTNERSHIP AGREEMENT (EPA) SUPPORT PROGRAMME: 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's (EU) Neighbourhood, Development and International Cooperation Instrument (NDICI) Economic Partnership Agreement (EPA) Support Programme: Sanitary and Phytosanitary (SPS) Measures Action**. IICA is the executing agency for this EU funded Action. The Overall Objective of the Support Programme is to advance the sustainable integration of the Caribbean region into the world economy; specifically, the effective implementation and operation of the EPA to enable more trade and investments with the EU. The SPS Measures Action seeks to increase compliance by CARIFORUM Countries with international SPS measures, standards and procedures through furthering the development of the SPS regulatory environment and strengthening public and private sector capacity to comply with SPS measures, standards, and procedures.

Role and Responsibilities

- The Project Officer will assist with the overall implementation of the SPS Measures Action including, but not limited to procurement, logistical coordination, planning, reporting as well as monitoring and evaluating interventions in order to ensure the attainment of project targets. The Officer will also assist with communication and visibility activities. Specific tasks to be undertaken include but will not be limited to:
 - Facilitation and coordination of the procurement of goods and services; including the development of Terms of References and Contracts using IICA's prescribed templates.
 - Preparation of annual budgets and procurement forecasts.
 - Development of the annual work plan (technical and administrative actions) in conjunction with the Project Manager.
 - Coordination of consultations, meetings, trainings, technical assistance visits and other events associated with the work plan.
 - Facilitation of the collection of baseline data in compliance with performance indicators identified in the logframe for the action.
 - Development and utilisation of tools for the monitoring of tasks and measuring implementation progress.
 - Development and application of tools to evaluate the impact of the interventions.
 - Preparation of the requisite reports for the activities undertaken.

- Development and maintenance of databases – beneficiaries, consultants, service providers.
 - Facilitation of linkages with partners and collaborators.
 - Facilitation of communication and visibility actions relating to project interventions including information product development, events and social media.
- 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.

Requirements:

- Advanced University Degree (Master's or equivalent), preferably in Project Management, Administration or a related area, with at least 2 years post qualification experience.
- A First degree in Project management, Administration or a related area will be considered with more than 5 years post qualification experience.
- Project Management Certification would be a strong asset
- A full understanding of monitoring and evaluation concepts.
- 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: iica.bb@iica.int**

Attention: SPS Project Manager; by the close of business May 11, 2026
Inter-American Institute for Cooperation on Agriculture (IICA)
Manor Lodge
Green Hill, St. Michael
BARBADOS

Please Note: Only shortlisted candidates will be acknowledged