



JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by Heads of Government, is seeking a suitably qualified individual to fill the following position at its Headquarters, stationed in Trinidad and Tobago.

POLICY AND PROJECT LIAISON OFFICER

OPEN TO ALL CARICOM NATIONALS

JOB SUMMARY

The Policy and Project Liaison Officer will be responsible for driving collaboration between CARICOM IMPACS and the Mines Advisory Group (MAG) by coordinating and implementing project activities, facilitating stakeholder engagement and providing insights to inform policy development.

DUTIES AND RESPONSIBILITIES

- Serves as the liaison for CARICOM IMPACS on the CARICOM – MAG Programme.
- Coordinates and implements project activities and liaise with relevant stakeholders, including government agencies, international organisations, MAG, and civil society groups.
- In collaboration with the Assistant Director, Policy, Strategy and Innovation, develops and maintains relations with government representatives, non-governmental organisations, academic and research institutions as well as other relevant stakeholders in relation to this project and complimentary activities.
- Conducts policy research and analysis on arms control, disarmament and non-proliferation and other crime and security-related issues within CARICOM Member States.

- Participates in field missions relating to weapons and ammunition management, destruction and disposal.
- Develops project work plans, reports, and policy documents related to weapons and ammunition management and other crime and security-related issues in consultation with the CARICOM IMPACS' Projects Department and the Directorate of Policy, Strategy and Innovation.
- Ensures that all CARICOM IMPACS policies are applied and followed thoroughly across all processes, of the joint CARICOM IMPACS-MAG Weapons and Ammunition Management Programme.
- Supports the office of the Directorate of Policy, Strategy and Innovation at CARICOM IMPACS, and other relevant offices.
- Organises and facilitates workshops, meetings, and training sessions for all stakeholders.
- Prepares briefing notes, presentations, and other materials for meetings and events.
- Provides advice and guidance to CARICOM Member States on any issues related to the Weapons and Ammunition Management Programme and related crime and security issues.
- Prepares project reports, quarterly reports, status updates, power point presentations summaries and analyses as requested internally and by other stakeholders.
- Prepares and coordinates procurement and finance processes and documentation where needed, in accordance with IMPACS' and/or donor rules and regulations.
- Undertakes other duties which may arise or as may be delegated from time to time.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- A Master's degree in Security Studies, International Relations, Political Science, Law, or a related field.
- A minimum of five (5) years of relevant experience in research, project coordination, or policy analysis, preferably in the fields of security sector reform or arms control.
- Project management qualification evidenced by professional certification and/or any equivalent combination of experience and training. Demonstrated knowledge of weapons and ammunition management issues, including international standards and best practices will be considered an asset.
- Experience in coordination, organising workshops, training sessions, and stakeholder meetings.
- Strong analytical and writing skills, with the ability to prepare clear and concise reports and policy documents.

- Excellent communication and interpersonal skills, with the ability to work effectively in a multicultural environment.
- Ability to maintain a high level of confidentiality.

LOCATION

This position will be based at IMPACS' Headquarters based in Trinidad and Tobago.

SUBMISSION OF APPLICATIONS

All applications are to be received by CARICOM IMPACS no later than **28 SEPTEMBER 2024** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three professional references who are familiar with your work or education**, and other relevant information via any of the following:

- Email: careers@carimpacs.org; or
- Mail: The Executive Director
PO BOX 4585
PORT-OF-SPAIN,
TRINIDAD AND TOBAGO.

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

*CARICOM IMPACS thanks all applicants interested in working at the Agency.
However, ONLY shortlisted candidates will be contacted.*