

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Chief Operating Officer (COO)
Level:	Executive
Reporting to:	Secretary General
Type of appointment:	Full time
Duration of appointment:	3 years renewable

FUNCTIONS OF THE POSITION:

Under the general guidance of the Secretary General, the incumbent shall act as Head of the Administrative Unit. The functions include acting as a focal point for all matters pertaining to the administration and budget of the ACS Secretariat. In this regard, the incumbent is responsible for providing leadership, strategic direction and oversight in the development and implementation of plans and policies on human resources and administration that promote organisational development and employees' well-being. Related to this is responsibility for developing and implementing financial management strategies to ensure overall financial success by achieving the goals and objectives of the ACS and providing oversight of the procurement and records management processes. When necessary, the COO must represent the ACS Secretariat at meetings of the organisation and at other meetings and conferences dealing with subjects of interest to the ACS.

DUTIES AND RESPONSIBILITIES:

Human Resources

1. Develop and implement Human Resource (HR) strategies and policies to ensure the achievement of strategic and operational objectives, ensuring compliance with applicable employment laws;
2. Manage and coordinate the recruitment and selection process in accordance with policies, practices and guidelines;
3. Design and implement talent and succession management systems to ensure effective selection, as well as development, evaluation, advancement and retention of employees;

4. Develop and monitor workforce analysis and reporting systems to proactively address key trends and inform strategic decision making;
5. Plan and conduct employee orientation to foster a positive attitude toward organizational objectives;
6. Oversee all aspects of progressive discipline and administration of grievance procedures in accordance with policies and guidelines;
7. Advise the Secretary General on the appropriate resolution of employee issues to maintain compliance with applicable Employment Laws and the policies of the organisation;
8. Provide coaching and advice to staff on the interpretation and application of HR policies, procedures and practices, ensuring compliance with applicable laws and regulations;
9. Collaborate with the Secretary General, Directors and Unit Heads to develop, implement and evaluate strategies for continuous improvement of individual and team performance and motivation;
10. Design, facilitate or source appropriate training and development programmes to continuously improve competency and performance within the organisation;
11. Prepare organisational and individual Training Plans in consultation with the Secretary General and other relevant Heads;
12. Establish objectives, evaluate the performance of assigned staff and provide required feedback and coaching to optimize performance and motivation;
13. Review completed staff performance appraisal forms with a view to identifying gaps and recommending appropriate training or development interventions;
14. Manage Health and Safety programmes and activities in compliance with OSH standards;
15. Conduct and analyse exit interviews and recommend changes to foster staff retention;
16. Ensure the efficient processing of termination benefits;
17. Recommend and coordinate employee engagement activities, programmes, initiatives or events to promote a healthy and productive work environment;
18. Plan and execute participation in career or job fairs hosted by other institutions;
19. Coordinate the entry of interns with the Directorates to which they will be assigned;
20. Ensure the periodic review and update of the Staff Manual;
21. Maintain records and compile statistical reports concerning all information related to staff, including performance appraisals, absenteeism and any other HR matters;
22. Keep abreast of developments in employment laws and various areas of HR to ensure compliance in organisational practices;

Financial Management

23. Prepare and present reports on activities conducted within the timeframes required;
24. Carry out any other functions outlined in the manuals and regulations issued by the Secretary General or established by the Ministerial Agreements;
25. Design and formulate possible systems and procedures for better performance, with a view to optimising the use of available resources;
26. Analyse, plan and recommend actions which must be adopted in order to achieve the Association's objectives and functions, specifically in the area of the Organization's finances;
27. Design and formulate possible systems and procedures for better performance, with a view to optimizing the use of available resources;
28. Provide follow-up tasks assigned to the Secretariat by the Special Committee on Budget and Administration;
29. Prepare the Draft Budgets of the ACS and monitor the status of the Secretariat's income and expenditure;
30. Develop and implement record keeping systems, forms, policies and procedures related to billing, processing payments and other accounts payable and receivable activities;
31. Prepare monthly management accounts, tax accounts and tax returns for the organization;
32. Check all entries from Accounts Payable, Cash receipts, bank correspondence and VAT;
33. Approve petty cash payments and invoices for payment;
34. Manage the closing off of all monthly and annual financial reports;
35. Update and maintain the Fixed Asset Schedule;
36. Keep Member States and Associate Members abreast of the status of contributions;
37. Co-ordinate preparatory work and the organization of the meetings of the Special Committee on Budget and Administration. Special attention must be paid to;
 - The preparation of Agendas;
 - The preparation of the Report of the Secretariat;
 - The preparation of substantive documents on the subjects for the relevant meetings.
38. Provide follow up to the work programme of the Special Committee on Budget and Administration;
39. Prepare and present reports on activities conducted, within the time-frames required;

40. Provide leadership and management with regard to the work of the Special Fund and coordinate preparatory work for the meeting of the Special Fund Committee;
41. Provide necessary information for the Intersessional Meetings and Ministerial Council Meetings;
42. Carry out any other functions outlined in the manuals and regulations issued by the Secretary General and the approved agreements;
43. Prepare quarterly reports on the ACS budget execution;
44. Safeguards fiscal resources, and adheres to all internal control procedures designed to prevent and detect theft or misuse of funds. Remains alert to security breaches and reports problems. Seeks ways to improve internal controls. Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits. Monitors budget usage and ensures critical costs are covered. Seeks ways to reduce costs;
45. Ability to obtain, collate and interpret complex information to identify significant trends and linkages and draw valid conclusions;
46. Develop well-informed advice and strategies that are sensitive to the various needs of multiple stakeholders and Directors, reflecting the strategic direction of the department and position the organisation for success;
47. Approve the execution of expenditure and payments to facilitate the operations of the Secretariat;
48. Provide follow up to the work programmes of the Committee on Budget and Administration;

Procurement

49. Elaborate processes and procedures for procurement in compliance with procurement legislation of Trinidad & Tobago and international best practise;
50. Prepare and provide the information required for tender committee meetings;
51. Conduct all procurement tasks including assisting in preparation of specifications, Terms of References, preparation of bidding documents, advertising notices, request for proposals, evaluation reports, preparation of contracts and other required administrative procedures;
52. Draft bid evaluation reports, facilitate pre-bid conferences;
53. Prepare notifications to successful and unsuccessful bidders and ensure the publication of award of contracts notices;
54. Contribute to continuous review of the procurement manual;
55. Share procurement knowledge with heads of units and other relevant staff;
56. Maintain an up to date procurement database for efficient management of contracts;
57. Assist in reviewing existing contracts and other services and supply arrangements;

Information Technology

58. Analyses the Secretariat's current technology infrastructure and aligns it with the Secretariat's business plans (SBP);
59. Devises and establishes Information Technology policies and strategies to support the organisation's infrastructure;
60. Oversees provision of end-user services, including help desk and technical support services;
61. Ensures that the Secretariat's Information and Communication operations adhere to local laws;

Records Management

62. Develop and maintain a Records retention procedural handbook;
63. Manage ACS' Records management system and Archival procedures;
64. Assist the Secretary General with any other activity needed to attain the Association's goals and objectives.

KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills;
- Excellent knowledge of HR Management policies, practices, laws and regulations;
- Excellent knowledge of Labour Laws of Trinidad & Tobago
- Knowledge of Trinidad & Tobago Industrial Relations principles and practices;
- Strong interpersonal skills;
- High level of integrity and ability to treat confidential information with great discretion;
- Excellent organisational, planning and time management skills;
- Excellent negotiation skills
- Tact and diplomatic acumen;
- Accountability;
- Leadership;

- High degree of professionalism;
- Analytical, problem solving, strategic thinking and critical thinking
- Ability to plan, organise and supervise the work of support staff;
- Ability to work under pressure in a multi-cultural environment;
- Proficiency in MS Office Suite.

QUALIFICATIONS AND EXPERIENCE

- A Post Graduate degree (Master's degree or equivalent) in fields related to Human Resources, Organisational development, Business Administration or other relevant areas;
- Bachelor's degree in related fields (Human Resources, Management, Accounting or ACCA qualified);
- Experience and knowledge of Procurement and Contracting processes;
- Knowledge of accounting principles, controls and procedures;
- Ability to prepare and review Management and Statutory accounts;
- Knowledge of records management
- Professional Certification in Industrial Relations or Labour Laws will be considered an asset.
- At least ten (10) years' experience in the areas of HR and Financial Management, which should include managing at a senior level position. Preferably with experience at international or regional levels in areas such as Finance, records management, developing policies and procedures, administration, conflict resolution and coaching of employees.

SUPERVISORY RESPONSIBILITIES

The incumbent must supervise the work of all members of the Administrative Unit, made up of the Human Resource Officer, Finance Officer, Information Technology Officer, Office Assistant, Driver/Messenger, Systems Administrator, and the Maintenance staff, as well as any temporary staff hired to assist in this area.

TRAVEL

The incumbent is required to travel in the course of his/her duties.

REMUNERATION PACKAGE:

- Monthly Remuneration: US\$6,609.63 (tax exempted);
- Purchase of airline ticket to and from Port of Spain, Trinidad and Tobago for the professional and up to four dependents from the point of origin;
- Repatriation allowance (one-time payment corresponding to basic monthly salary) upon arrival in Trinidad and Tobago;
- Shipping of personal effects from and to point of origin in keeping with relevant guidelines;
- Group Health Insurance for the Professional and dependants (if applicable).
- Gratuity Payment – 14%;
- Annual paid vacation entitlement of 25 working days (2.08 per month).

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency/based Interview, an English Language Proficiency Assessment and an Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree ;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will

result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Mr. Rodolfo Sabonge
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And sent by email to: hrcontact@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.