

# Project Manager -UBEC

Ocean Governance & Fisheries Unit · Castries, LC

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## PROJECT MANAGER - UBEC

### ABOUT THE OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### ABOUT UBEC

The Unleashing the Blue Economy of the Caribbean (UBEC) Program aims to strengthen the enabling environment for the Blue Economy, economic recovery, and resilience of selected coastal assets in participating countries (Grenada, Saint Lucia and St. Vincent and the Grenadines) and at the OECS sub-regional level. The five-year program is financed by the World Bank and will focus on investing in sustainability and competitiveness in three sectors: Tourism, Fisheries & aquaculture and Waste management, including scale-up access to finance to Blue Economy, focused Micro, Small & Medium-sized Enterprises (MSMEs).

### JOB SUMMARY

Under the leadership of the Programme Director, the Project Manager will apply their technical expertise to plan, implement, control and complete projects, identify project risks, while remaining aligned with project objectives. The Project Manager plays a critical role in driving international development projects, driving out complexity and ensuring that projects are delivered to the highest standards.

## **KEY DUTIES**

- Project establishment - Leads assigned project within the knowledge areas and across the project life cycle
- Provides a holistic view of the overall project to the organisation and major stakeholders, works closely with Project Director, Project Steering Committee [PSC] and the Member States
- Serves as primary contact for the project and manages project communication including actively reporting on project progress and health to Project Director, PMO and PSC and externally to funding agencies
- Leads third-party relationships involved in the delivery of goods, works and services to the project and oversees contract administration
- Manages and controls project costs ensuring effective financial oversight
- Manages project risk including proactively identifying, analyzing, evaluating, mitigating and monitoring along with providing solutions to complex issues
- Provides quality assurance of deliverables including project products
- Ensures project is completed within established timelines and manages project schedule
- Plans, organizes, manages and leads the project team
- Purposefully manages day-to-day operations of the project
- Manages project documentation and tools including Lessons Learned, Risk Register, Activity Listing, Stakeholder Register, Issues Log, etc.
- Makes recommendations and takes appropriate decisions to increase project success
- Actively contributes to the organisation's Annual Work Plan and Budget [AWPB]
- Represents project(s) and OECSC at national, regional and international meetings/fora
- Manages and resolves project team conflict and difficult situations

## **EXPERIENCE AND KNOWLEDGE**

- At least Bachelor's degree in Business Management, Economics, Sciences, Engineering or other relevant fields
- PMP, PRINCE2 or equivalent qualification (at least 5 years)
- Advanced knowledge and proven technical experience as a project manager (4-5 years)

- Proven experience in successfully managing donor-funded projects in one of the following fields: social, education, health, regional integration or environmental
- High proficiency in the use of project management software and tools
- Strong leadership skills
- Critical thinker and problem solver
- Analytical and strong organisational skills
- Excellent written and verbal communications skills.
- Able to build and maintain strong working relationships with key decision-makers
- Able to work with minimal supervision

## **CORE COMPETENCIES**

- Drive with Purpose and Vision
- Create an Environment of Trust
- Build Effective Teams
- Ensure Accountability
- Demonstrate Decision Quality
- Communicate Effectively

## **TERMS OF APPOINTMENT**

### **JOB LOCATION**

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Project Manager is stationed at the OECS Commission headquarters.

All nationals of the OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

### **BENEFITS**

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The deadline for all submissions is **Friday 16th December 2022**.

**Only applications under consideration will be acknowledged.**

[\*\*Apply for This Job\*\*](#)