TWO DECADES OF MUTUAL SECURITY
THROUGH PARTNERSHIP

JOB OPPORTUNITY

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

PROJECT ASSISTANT, INTEGRATED PROJECT IMPLEMENTATION UNIT (IPIU)

OPEN TO ALL CARICOM NATIONALS

PROJECT SUMMARY

The United States (US) Department of State, Bureau of Western Hemisphere Affairs, through the Caribbean Foreign Assistance Unit of the United States Embassy in Santo Domingo approved the project entitled ***'Turning on the Lights (ToL): Advancing Fish and Flags Through Enhanced Maritime Visibility, Fisheries Governance and Regional Oversight in the Caribbean.'*** The project is designed to achieve the following key security outcomes:

- Strengthened Regional Fisheries Governance and Regulatory Frameworks for Maritime Visibility and Fisheries Oversight.

- Enhanced Maritime Domain Awareness and flag and fisheries oversight effectiveness.

- Strengthened Regional Cooperation, Information Sharing, and Collective Action Against Fisheries Crime.

As part of the project start-up activities, the establishment of the Integrated Project Implementation Unit (IPIU) necessitates the recruitment of suitably qualified personnel to support the effective implementation of the project.

JOB SUMMARY

The Project Assistant, IPIU is responsible for providing administrative, operational and coordination support to facilitate the effective planning, implementation, monitoring and reporting of assigned projects.

The incumbent assists in coordinating project activities, maintaining accurate records, tracking deliverables and supporting communication among internal and external stakeholders to ensure projects are implemented efficiently and in accordance with established timelines, budgets and organizational objectives.

The Project Assistant, IPIU will report to the Project Manager, IPIU.

DUTIES AND RESPONSIBILITIES

- Assist in the development and implementation of project workplans, schedules, timelines and activity plans.
- Assist in formatting, editing, updating, and proofreading project documents, tender documents and contracts as may be required.
- Assist in the monitoring project schedules, milestones and deliverables, and provide regular progress updates.
- Collect, compile and maintain project data to support progress monitoring and reporting.
- Prepare draft project updates, status reports, briefing notes correspondence, meeting agendas, minutes, presentations and other project-related documents
- Provide administrative and secretarial support to the Project Manager, IPIU and Projects team.
- Opens, sorts, records, distributes, and prioritizes all incoming correspondence and fax messages and processes outgoing mail.
- Liaise with departments, consultants and external stakeholders to facilitate project activities.
- Assist in the organization of meetings, workshops, consultations, training sessions and other project activities.

- Attend meetings, prepare minutes of meetings and compile and dispatch meeting reports and minutes.

- Assist with the tendering process which includes:

    - preparing the tender boxes and notices.
    - submitting registers.
    - preparing and copying of meeting documents and reports.
    - providing administrative support to the Tender Clarification, Opening and Evaluation Meetings.

- Coordinate travel, accommodation, procurement requests and other logistical arrangements.

- Make official travel arrangements and submit documents to support related payments.

- Arrange distribution of per diems, collect boarding passes and follow-up for outstanding documentation.

- Maintain a register of suppliers and contractors and/or consultants of goods and services related to the project.

- Assist and guide the correct processes in the application and the granting of contracts to various suppliers.

- Verify invoices, prepare payment requests and travel requisition forms, keep statements of account, and follow up with the incumbents.

- Order office supplies and maintains office supplies inventory and is accountable for administrative stores of the project.

- Establish and maintain accurate project filing systems, databases and electronic records ensuring timely follow-up on correspondence and outstanding actions

- Bind and make copies of documentation including confidential documents, reports, presentations, checklists, correspondence, spreadsheets, meeting agendas and so on.

- Identify administrative and operational challenges and escalate matters.

- Assist in the implementation of the project's communication and visibility activities.

- Undertakes other duties, which may arise or as may be delegated from time to time, appropriate to the grade of the post.

QUALIFICATIONS, SKILLS, AND EXPERIENCE

- Bachelor's Degree in Project Management, Business Administration, Public Administration, Management, International Relations, Development Studies, Social Sciences from a recognized University or Institution.
- Certification or training in Project Management would be considered an asset.
- At least 2 years of relevant experience in project administration, project coordination, administrative support.
- Proficiency in Microsoft Office applications.
- Familiarity with project management software and tracking tools would be an asset
- Knowledge of basic project management principles, methodologies and practices.
- Excellent analytical and problem-solving skills.
- Exceptional written, verbal communications and presentation skills.
- Ability to multi-task and handle a high volume of work and function in a fast-paced environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to gather, analyse and evaluate facts and to prepare and present concise oral and written reports.
- Ability to work well independently and collaboratively.
- Ability to maintain a high level of confidentiality.

LOCATION

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

SUBMISSION OF APPLICATIONS

All applications must be received by CARICOM IMPACS no later than **30 NOVEMBER 2026** and **must include:**

- Nationality
- Work experience

- Educational qualifications
- Summary of professional skills
- **Contact information for three professional references who are familiar with the applicant's work or education**
- Any other relevant information

Please submit all applications to: **CARICOM IMPACS - Internal Vacancies**

IMPORTANT NOTICES

Online applications are strongly encouraged.

To facilitate the efficient processing of applications, applicants are kindly requested to submit their application only once through* one designated submission channel*. Please refrain from sending duplicate applications via multiple platforms or communication methods.

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