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 OFFICER, 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 Officer, IPIU is responsible for supporting the planning, coordination, implementation, monitoring and evaluation of the ToL project, ensuring that project activities are executed efficiently and effectively in accordance with approved workplans, budgets, timelines and established performance standards.

The incumbent will facilitate the effective execution of the project activities by coordinating resources, monitoring implementation schedules, maintaining project documentation, supporting financial and procurement processes and liaising with internal and external stakeholders to ensure the timely achievement of project objectives and deliverables.

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

DUTIES AND RESPONSIBILITIES

A. Project Planning and Development

- Assist in the preparation of project proposals, concept notes, implementation plans, workplans, budgets, schedules and other relevant project documentation.
- Support the identification and assessment of project requirements, objectives, deliverables, resource needs and anticipated outcomes.
- Contribute to the development of project implementation schedules, milestones, performance indicators and reporting mechanisms.
- Conduct research, collect relevant information and prepare technical inputs to support project design, planning and development.
- Collaborate with internal departments and external stakeholders to identify project requirements, deliverables, dependencies and anticipated outcomes.

B. Project Coordination and Implementation

- Assist in the coordination and support the day-to-day implementation of the ToL project in accordance with approved workplans, budgets and established procedures.

- Coordinate project activities with CARICOM Member States, to ensure alignment with project objectives and operational realities.

- Monitor project schedules, activities and deliverables to ensure the timely execution of planned interventions and achievement of established milestones.

- Identify implementation challenges, delays and resource constraints, and recommend appropriate corrective measures to the Project Manager, IPIU

- Assist in the development and maintenance of monitoring tools and performance indicators, project milestones and deliverables in collaboration with the Monitoring and Evaluation Specialist

- Assist in the preparation, monitoring and review of project budgets, expenditure forecasts and resource allocation plans.

- Monitor project expenditure against approved budgets and identify variances requiring Project Manager's attention.

- Coordinate with the Finance Department to facilitate the timely processing of project-related financial and procurement activities.

- Assist in the preparation of financial updates, expenditure reports and supporting documentation in accordance with Agency and donor requirements.

- Assist in the coordination of project procurement activities, including the coordination of Tender Clarification, Opening and Evaluation Meetings, preparation of technical specifications, terms of reference and supporting documentation.

- Assist in the preparation of tender documents including contracts in accordance with the Agency's rules and regulations.

- Monitor the performance of consultants and service providers.

C. Stakeholder Engagement and Regional Coordination

- Establish and maintain effective working relationships with internal and external stakeholders, including CARICOM Member States, regional institutions, development partners and donor agencies.

- Engage with international, regional and national maritime authorities, Coast Guards, Defense Forces, Customs Administrations, Police Services, Port Authorities, Fisheries Authorities, Divisions, and other relevant stakeholders.

- Coordinate consultations and attend meetings, workshops, technical meetings, and working groups under the ToL Project.

- Act as a liaison between CARICOM IMPACS, national maritime authorities, regional bodies, and international partners to ensure smooth project execution.

- Facilitate and participate consultations, technical committees, workshops, technical meetings, and working groups under the ToL Project.

- Prepare meeting reports, technical presentations and briefing documents arising from stakeholder engagements.

D. General

- Prepare and submit timely project progress reports, presentations, performance assessments, management briefs and donor reports, highlighting achievements, challenges and recommended corrective actions, as required.

- Organize meetings, workshops, consultations, training sessions and other project activities.

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

- Support the establishment and maintenance of an accurate project filing systems, databases and electronic records ensuring timely follow-up on correspondence and outstanding actions.

- Implement of the project's communication and visibility activities

- Undertake 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

- Master's Degree in Project Management, Business Administration, Public Administration, Management, International Relations or any other related field from a recognized University or Institution.

- Bachelor's Degree in Project Management, Business Administration, Public Administration, Management, International Relations, Development Studies, Social Sciences or any other related field from a recognized University or Institution.

- Project management qualification evidenced by professional certification such as Project Management Professional (PMP), Certified Project Manager (CPM) and/or any equivalent combination of experience and training.

- At least 3–5 years of relevant professional experience in project management or programme coordination.

- Experience supporting the planning, implementation, monitoring and reporting of projects.

- Experience coordinating meetings, workshops, training activities and stakeholder engagements.

- Experience working with regional or international organizations, public-sector institutions or donor-funded projects.

- Knowledge of international maritime conventions and maritime security frameworks, such as the United Nations Convention on the Law of the Sea (UNCLOS), environmental crime issues, and regional operational structures will be an asset.

- Excellent analytical and problem-solving skills.

- Exceptional written, verbal communications and presentation skills.

- Ability to travel within the region as required.

- 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.