

CARIBBEAN COMMUNITY SECRETARIAT
DETAILS OF THE POST OF
CHIEF EXECUTIVE OFFICER,
CARIBBEAN AGRICULTURAL HEALTH AND FOOD SAFETY AGENCY (CAHFSA)

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Agricultural Health and Food Safety Agency with assigned duty station in Suriname.

2. FUNCTIONS OF THE POST

Under the direction of the Board of CAHFSA this position is responsible for developing regional programmes that facilitate the strengthening of national agricultural health and food safety systems of Member countries. It is also responsible for liaising with the relevant international, national and regional organisations and private sector bodies to ensure successful management and operation of CAHFSA. This includes Technical Advisory Committees and other agencies, organisations, and national contact points in the planning and development of regional programmes, positions, representations and recommendations on agricultural health and food safety. The position is required to liaise with the relevant Technical Advisory Committee to ensure integrity of recommendations to the Board.

The incumbent will be required to provide strategic guidance and manage the daily operations of CAHFSA, direct the work of the technical officers and make recommendations for appointment of other staff with due consideration to qualification and experience in the critical areas of animal and plant health, food safety and project management. Additionally, the incumbent will be required to ensure good accounting practices in CAHFSA, submit the annual budget, work programmes and annual report of CAHFSA to the Board which includes audited financial statements.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess at least a Post Graduate Degree in one or more of the following areas:

- (i) Agriculture;
- (ii) Veterinary Medicine, Veterinary Public Health, Livestock Health or Epidemiology;
- (iii) Plant Health, Integrated Pest Management, Entomology, Epidemiology, Plant Pathology or related field; or
- (iv) Food Science or Food Technology with an emphasis on Food Safety Management or Quality Assurance Management Systems.

Plus a minimum of eight (8) to ten (10) years' experience in a senior management position related to agricultural health and/or food safety and at least two (2) to three (3) years' experience in two or more of the following:

- (i) Financial Management - Resource mobilisation and management;
- (ii) Strategic Capability and Leadership - Interfacing with Ministers, Permanent Secretaries and Heads of Agencies and Institutions;
- (iii) Programme and Project Management - Managing human and financial resources, managing international funded projects, developing and writing agricultural programmes, work plans, projects and budgets;

- (iv) Knowledge management;
- (v) Problem solving and analysis;
- (vi) People management and empowerment - Managing/coordinating a multi-disciplinary team;
- (vii) Client orientation and customer focus;
- (viii) Communication - Fluency in written and spoken English, excellent communication and people skills, proven ability to manage conflict and be a creative thinker with strong emphasis on strategic planning in a demanding environment.

In addition candidates should have specialized training in or working knowledge of:

- Microsoft Office Suite (MS Word, Excel, Project)
- Project Management
- Adobe Acrobat
- Search engines

Candidates should possess a working knowledge and/or understanding in at least three of the following:

- (i) Revised Treaty of Chaguaramas;
- (ii) The Agreement establishing the Caribbean Agricultural Health and Food Safety Agency (CAHFSA);
- (iii) Operating mechanisms of the Community;
- (iv) Regional policies and priorities of Agriculture, Forestry and Fisheries;
- (v) Public sector administrative and institutional framework of CARICOM Countries;
- (vi) Role, function and standard setting mechanisms of the regional and international agencies such as the Caribbean Regional Organisation for Standards and Quality (CROSQ), Codex Alimentarius Commission (CAC), International Plant Protection Commission (IPPC) and/or World Organisation for Animal Health (OIE);
- (vii) International and regional commitments and obligations of the WTO SPS Agreement and other Trade Agreements;
- (viii) Legislation pertaining to animal health and production, plant health and production, and food safety.

A WTO Certificate in Sanitary and Phytosanitary Measures or similar certification and/or prior experience working with regional integration and the Caribbean Community will be considered relevant background experience.

4. DUTIES AND RESPONSIBILITIES

The **Chief Executive Officer** will be required to:

- (a) **PROVIDE** strategic guidance and frameworks for the creation of an effective and efficient SPS regime for the Region including the development of legislation, policies and strategies in relation to animal health, plant health, food safety, quality assurance and inspection services;
- (b) **COLLABORATE/FACILITATE** the development of strategies/programmes that would facilitate the strengthening of national agricultural health and food safety agencies/coordinating mechanisms;
- (c) **FACILITATE** the development and use of regional, as well as international standards, measures and guidelines;

- (d) **FACILITATE** the harmonisation of technical procedures in relation to matters such as Good Agricultural Practices (GAPs), Good Manufacturing Practices(GAPs), Hazard Analysis Critical Control Point (HACCP), quarantine systems and surveillance, and good laboratory practices and services;
- (e) **PROVIDE** a mechanism and framework for the:
 - (i) continuous monitoring and evaluation of national and regional agricultural health and food safety programmes;
 - (ii) the development of laboratory services in relation to animal health, plant health and food safety; and
 - (iii) provision of technical support directed at strengthening the respective programmes.
- (f) **PROVIDE** a framework for the identification and definition of the human and financial resource requirements of national agricultural health and food safety systems, and the determination and execution of strategies to address deficiencies, including the training of personnel and the mobilisation of funds;
- (g) **SERVE** as the regional contact point for Sanitary and Phytosanitary matters;
- (h) **PROVIDE** a mechanism for achieving regional consensus on Sanitary and Phytosanitary issues that can be represented in the international fora;
- (i) **PROVIDE** a mechanism for the coordination and integration of technical support to stakeholders by relevant regional and international organisations;
- (j) **PROVIDE** an effective mechanism for partnership in the efficient use of human and financial resources and infrastructure, including laboratory services, in protecting human, plant and animal health;
- (k) **PROVIDE** an effective mechanism to respond rapidly to emergencies and emerging issues;
- (l) **PROVIDE** a framework for communicating changes in sanitary and phytosanitary measures with a view to ensuring transparency and compliance by Contracting Parties in a timely manner; and
- (m) **MANAGE** an effective CAHFSA Secretariat.

5. **EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered. In addition, a group health, life and accident insurance will be offered. The Chief Executive Officer will be granted settlement and transportation allowances to facilitate his/her settlement in Suriname.

6. **LEAVE**

The Chief Executive Officer will be eligible for the grant of vacation leave at the rate of thirty (30) working days a year.

7. PRIVILEGES AND IMMUNITIES

The officer will be granted the privileges and immunities extended to officials of CAHFSA in accordance with the agreement between the Government of the Republic of Suriname and the Caribbean Community establishing the headquarters of the Caribbean Agricultural Health and Food Safety Agency.

8. APPLICATIONS

Applications in English Language with full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

**The Executive Director, Human Resource Management,
Caribbean Community Secretariat,
Turkeyen, Greater Georgetown, Guyana**

and sent by email to applnhrm@caricom.org

- 9.** Applicants **must** complete the **Profile Summary Form** included with the website notices.
- 10.** The deadline for the submission of applications is **21 December 2013**.