

JOB DESCRIPTION

Job Title: Project Execution Officer II (formerly Project Execution Officer)

Reports To: Director (Ag.), Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

Job Summary

Reporting directly to the Director (Ag.), Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean), the incumbent provides thorough research, scientific, technical and administrative support, in order to facilitate the objectives of the BCRC-Caribbean and the fulfilment of its regional roles. Duties include helping the Director or the designated representative in tracking project progress; monitoring work plan execution and in writing monthly, quarterly and annual project related reports, other documentation and progress reports as required.

Major Duties and Responsibilities

- Undertakes and executes the work for the ongoing projects of the BCRC-Caribbean.
- Assists the Director (Ag.) in the preparation of quarterly and annual reports on the projects currently undertaken by the Centre including the development of the workplans and budgets.
- Prepares and reviews technical reports and makes presentations at meetings
- Assists with logistical arrangements for the hosting of meetings and technical workshops and seminars
- Researches new and existing technologies and practices on sound environmental management, disposal and minimisation of hazardous and other wastes as identified under the Basel Convention and other relevant chemicals and waste multilateral environmental agreements (MEAs)
- Under the guidance of the Director, prepares proposals for funding to local, regional, and international donor funding partners
- Attends meetings, conferences, workshops, and seminars on behalf of the BCRC - Caribbean
- Performs any other duties assigned

Parties consenting to be served by the Centre:

Required Knowledge, Skills and Abilities

- Knowledge of the objectives and obligations of wastes and chemical related MEAs
- Experience working with Global Environment Facility (GEF) Projects and United Nations agencies
- Demonstrated ability to acquire, manipulate, analyse, manage, and synthesize information gathered from a variety of sources with limited guidance
- Ability to draft, edit and prepare clear correspondence and briefings
- Knowledge of conducting research and evaluating research methodologies including analytical and quantitative skills
- Capable of establishing and maintaining effective working relationships, including the ability to communicate effectively (both oral and written) and work well in a team
- Excellent interpersonal skills
- Excellent time management skills
- Advanced Computer literacy with working knowledge of Microsoft Office Suite including MS Project
- Fluency in Spanish is considered an asset

Minimum Experience and Qualifications:

- A Master's Degree in Environmental Studies, Environmental Engineering, Waste Management, or a related discipline.
- Project Management Certification (eg PMP, Prince) or evidence of experience in Project Management
- Three or more year's post graduate experience in a similar position in a project-oriented environment.
- Experience working in a multilateral environmental agreement setting and with large multidisciplinary projects would be an asset.

Submission

Interested persons are invited to apply by submitting a cover letter and CV via email with the following caption – *Project Execution Officer II Application, Name of Applicant* to:

Ms. Jewel Batchasingh

Director (Ag.)

Basel Convention Regional Centre for Training and

Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org

The deadline for the submission of applications is 4:00pm (Trinidad and Tobago, GMT - 4) on **August 21st, 2020**. Any submissions received after this time will be rejected immediately.

NB: ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.