

JOB DESCRIPTION

Job Title: Project 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.

Major Duties and Responsibilities

- Undertakes and executes the work for the projects related to the Minamata Convention for the BCRC-Caribbean inclusive of the preparation of quarterly and annual reports on these projects.
- Assists with logistical and administrative arrangements for the hosting of meetings and technical workshops
- Prepares and reviews technical reports and makes presentations at meetings
- Attends meetings, conferences, workshops and seminars on behalf of the BCRC - Caribbean
- Performs any other duties assigned

Required Knowledge, Skills and Abilities

- Knowledge of the objectives and obligations of wastes and chemical related MEAs
- Experience with Global Environment Facility Projects
- 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

Parties consenting to be served by the Centre:

- Excellent interpersonal skills including the ability to communicate effectively and work well in a team
- Knowledge of Microsoft Office Suite
- Fluency in Spanish would be considered an asset

Minimum Experience and Qualifications:

- A BSc degree in Environmental Studies, Environmental Engineering, Waste Management or a related discipline.
- Previous work experience would be considered an asset.

SUBMISSION

Interested persons are invited to apply by submitting a cover letter and CV via email with the following caption - *Project Officer 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 **June 06th 2020**. Any submissions received after this time will be immediately rejected.

NB: ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.