

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 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.
- 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 (Ag.), 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:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Co-operative Republic of Guyana Jamaica The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines The Republic of Suriname The Republic of Trinidad and Tobago

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.
- Capable of establishing and maintaining effective working relationships, including the ability to communicate effectively and work well in a team.
- Excellent interpersonal skills.
- Advanced Computer literacy with working knowledge of Microsoft Office Suite.
- Fluency in Spanish would be considered an asset.

Minimum Experience and Qualifications:

- A master's 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 **March 18th, 2020**. Any submissions received after this time will be rejected immediately.

NB: ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.