



# JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the below mentioned post for Caribbean Basin Security Initiative (CBSI) – Connect Project – The Transferal the CBSI-Connect Platform to CARICOM IMPACS

## PROJECT OFFICER, CBSI-CONNECT PROJECT

OPEN TO CARICOM NATIONALS

### **OBJECTIVES OF THE PROJECT**

The core objectives of the project are as follows:

1. To enhance the administrative management and technical capacity at CARICOM IMPACS to manage the CBSI-Connect platform and its related programme assets.
2. To enhance regional capacity to promote and support cooperation amongst the Police and other Law Enforcement Training Academies by increasing number of trainings per year led by CARICOM IMPACS.
3. To consolidate and expand the use of the CBSI-Connect Online/Distance Learning Platform.

### **DESCRIPTION OF ASSIGNMENT**

The Project Officer, CBSI-Connect will provide project management oversight for the transition of the CBSI Platform to IMPACS. He/she will execute and implement all project activities in addition to providing technical support and project updates as required.

The Project Officer CBSI-Connect will report directly to the Programme Coordinator, IMPACS on the day to day operations of the project. He/she will also liaise with the Regional Training Coordinator, the Regional Training Advisor, other members of the CBSI-Connect Team and

internal technical staff members of IMPACS where required, on the individual components of the project.

The Project Officer, CBSI-Connect Project has a responsibility to prepare the reports which will be submitted to the Programme Coordinator, IMPACS.

## **SCOPE OF WORK**

### **1. Project planning, implementation, coordination, monitoring and evaluation**

- Plans and implements project activities in consultation with internal stakeholders, including but not limited to: -
  - scheduling project's timelines and milestones;
  - identifying resource requirements; and
  - developing mechanisms or tools to track the project's progress.
- Initiates, coordinates and attends meetings and workshops with project staff and stakeholders to achieve project objectives;
- Makes recommendations for activities and consultations to support the successful outcomes of the project;
- Gathers feedback from the various stakeholders;
- Provides project related information, analyses, data, and research;
- Liaises with the donor Agency to ensure fulfilment of contractual obligations.

### **2. Project Document Development**

- Prepares work plans to achieve desired project outcomes in a timely manner;
- Prepares quarterly reports, status updates, summaries and analyses as requested internally and other stakeholders;
- Prepares and submits mid-term, ad hoc and final project reports;
- Develops project documents necessary for meetings, briefs, discussions, and presentations.

### **3. Procurement, Finance and Administration**

- Prepares and revises budget estimates as required;
- Prepares tender documents including contracts in accordance with IMPACS' rules and regulations;
- Coordinates the Tender Clarification, Opening and Evaluation Meetings, including the preparation of meeting documentation and development or review of reports in accordance with IMPACS' rules and regulations;

- Ensures payments are made in accordance with IMPACS' rules and procedures in a timely manner and reviews related project documents;
- Liaises with stakeholders including service providers, if needed, to ensure technical and contractual obligations are met and issues are resolved;
- Ensures project equipment and activities are delivered in a timely manner and within budget.

**4. Undertakes 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**

- Bachelor's Degree in Social Sciences, such as Management, Finance, Project Management or related field from a recognized university;
- Postgraduate qualification in Social Sciences, such as Management, Finance, Project Management or related field from a recognized university will be an asset;
- Project management qualification evidenced by professional certification and/or any equivalent combination of experience and training;
- At least five (5) years' experience in project management;
- Extensive knowledge of Microsoft Office Suite particularly MS Project, as evidenced by certification;
- Considerable experience in the use of project management tools such as logical frameworks;
- Considerable knowledge of procurement procedures will be an asset;
- Some knowledge and/or training in the field of regional security would be an asset;
- Excellent written, verbal communications and presentation skills;
- Excellent analytical and problem-solving skills;
- Ability to establish and maintain good working relationships;
- Ability to work well independently and collaboratively;
- Ability to conceptualize and execute project activities in a dynamic and challenging environment;
- Ability to multi-task and handle a high volume of work and function in a high-pressured environment;
- Ability to maintain a high level of confidentiality.

## **LOCATION**

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

## **START DATE**

Proposed start date: **15 SEPTEMBER 2020**

## **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS no later than **15 JULY 2020** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: [careers@carimpacs.org](mailto:careers@carimpacs.org) ; or
- Mail: The Executive Director PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

***CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted***



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## INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) TECHNICIAN, CBSI-CONNECT PROJECT

OPEN TO CARICOM NATIONALS

### **OBJECTIVES OF THE PROJECT**

The core objectives of the project are as follows:

1. To enhance the administrative management and technical capacity at CARICOM IMPACS to manage the CBSI-Connect platform and its related programme assets.
2. To enhance regional capacity to promote and support cooperation amongst the Police and other Law Enforcement Training Academies by increasing number of trainings per year led by CARICOM IMPACS.
3. To consolidate and expand the use of the CBSI-Connect Online/Distance Learning Platform.

### **DESCRIPTION OF ASSIGNMENT**

The ICT Technician, CBSI-Connect is responsible for performing general technical support functions in the field of ICT including installation, assembly, configuration and the maintenance of IMPACS' computer systems, network and peripheral equipment and provides prompt and effective end user support and resolutions

The ICT Technician, CBSI-Connect will also be responsible for liaising with other members of the CBSI-Connect Project Team and internal technical staff members of IMPACS where required on the individual components of the project.

### **SCOPE OF WORK**

- Responds to end users' needs and concerns relating to general systems issues;
- Educates and liaises with end users in the use of all ICT assets providing instruction and/or written documentation as required;
- Monitors the helpdesk system and provides first response to reported issues;
- Installs, assembles, configures, and upgrades hardware, software, and peripheral equipment in accordance with the Agency's specifications;
- Troubleshoots, diagnoses, resolves and/or repairs problems with computer systems
- Maintains records of all ICT assets, including serial numbers, dates of acquisition and other pertinent information;
- Maintains accurate and up-to-date system documentation of all ICT configurations and ICT administration requirements;
- Recommends policies and procedures to ensure the proper and effective use of the Agency's LAN, WAN and ICT investments;
- Evaluates and recommends the purchase or lease of new ICT equipment and assists in implementation;
- Along with the Regional Training Coordinator, visits Member States with satellite sites to meet with stakeholders, or through virtual consultations, evaluates the existing facilities in each country to determine the additional support or improvements required;
- Assists in the preparation of reports/assessments based on visits to or virtual consultations with Member States.
- Identifies areas of efficiency deserving attention in the technical support environment and makes recommendations to ICT Manager, IMPACS;
- Provides technical assistance for on-premises and virtual Agency meetings and conferences.
- Maintains up-to-date knowledge of emerging ICT tools and technologies;
- Assists with the planning, design, research and acquisition of new or upgraded hardware and software systems;
- Provides technical assistance for the Agency's video conferencing solutions;
- Prepares various reports;

- Provides technical assistance to all Agencies and stakeholders when required;
- Undertakes 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**

- Technical certifications from a recognized University or Institution for example (A+, Network+, CCENT, MTA, MCSA, MCSE) and/or equivalent combination of knowledge, expertise or courses.
- Bachelor's Degree in Computer Science or any related field from a recognized University or Institution;
- At least three (3) years' work experience in the ICT field;
- Advanced knowledge of major computer operating systems and proficiency in Microsoft Office Suite;
- Considerable experience in providing end user support and in the repair and maintenance of ICT equipment;
- Considerable experience in virtual and on-premises video conferencing solutions;
- Ability to read and interpret technical manuals and specification documents;
- Ability to establish and maintain effective working relationships with superiors, fellow workers, internal/external clients and vendor representatives;
- Experience with Learning Management Systems.
- Experience with conversion, editing and storage of video data.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Ability to multi-task and handle a high volume of work and function in a high-pressure and fast-paced environment;
- Ability to work well independently and collaboratively;
- Excellent analytical and problem-solving skills;
- Ability to maintain a high level of confidentiality;

### **LOCATION**

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

### **START DATE**

Proposed start date: **15 SEPTEMBER 2020**

### **SUBMISSION OF APPLICATIONS**

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## FRONTEND DEVELOPER, CBSI-CONNECT PROJECT

OPEN ONLY TO CITIZENS AND/OR RESIDENTS OF TRINIDAD AND TOBAGO

### **OBJECTIVES OF THE PROJECT**

The core objectives of the project are as follows:

1. To enhance the administrative management and technical capacity at CARICOM IMPACS to manage the CBSI-Connect platform and its related programme assets.
2. To enhance regional capacity to promote and support cooperation amongst the Police and other Law Enforcement Training Academies by increasing number of trainings per year led by CARICOM IMPACS.
3. To consolidate and expand the use of the CBSI-Connect Online/Distance Learning Platform.

### **DESCRIPTION OF ASSIGNMENT**

The Frontend Developer, CBSI-Connect will be responsible for the design and development of extensions, modules, and adaptations primarily to the CBSI Connect and other client facing Agency platforms.

The Frontend Developer, CBSI-Connect will also be responsible for liaising with other members of the CBSI-Connect Team and internal technical staff members of IMPACS where required on the individual components of the project.

## **SCOPE OF WORK**

- Designs, develops, and implement client facing interfaces;
- Integrates data from various back-end services as required;
- Produces well designed, testable, efficient codes;
- Ensures application designs follow specifications;
- Updates, Refactors, and extends existing client facing applications;
- Performs application support functions including production support and maintenance activities;
- Follows standards, procedures, and methodologies in the application development life cycle;
- Creates and maintains software documentation;
- Prepares various reports;
- Provides technical assistance to all stakeholders when required;
- Undertakes 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**

- Technical certifications from a recognized University or Institution and/or equivalent combination of knowledge, expertise or courses;
- Bachelor's Degree in Computer Science or any related field from a recognized University or Institution;
- At least three (3) years' work experience in frontend specific Application Development;
- Proven experience in frontend programming languages;
- Proficient in design development, programming, testing, documentation, and implementation of multi-platform systems;
- Experience with modern programming languages including but not limited to PHP and Python;
- Experience with web technologies including but not limited to CSS, HTML5, XML, and JSP;

- Experience with Internet technologies including but not limited to SOAP, HTTP, JSON, REST and JMS;
- Experience with current relational database technology including but not limited to MSSQL;
- Knowledge of object-oriented analysis, design and programming;
- Knowledge of responsive UI technologies;
- Excellent analytical and problem-solving skills;
- Ability to read and interpret technical manuals and specification documents;
- Ability to establish and maintain effective working relationships with superiors, fellow workers, internal/external clients and vendor representatives;
- Ability to communicate effectively and professionally, both verbally and in writing.
- Ability to function in a dynamic environment;
- Ability to organize and plan work independently and collaboratively;
- Proficient in Microsoft Office
- Ability to maintain a high level of confidentiality;

### **LOCATION**

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