

## **GOVERNMENT OF SAINT VINCENT AND THE GRENADINES**

### **Job Opportunity**

#### **Head of Unit/National Authorising Officer Support Unit (NAOSU)**

The Economic Planning Division within the Ministry of Economic Planning, Sustainable Development, Industry, Internal Trade, Information and Labour is seeking to fill the position of Head of the National Authorising Officer Support Unit (NAOSU).

#### **Key responsibilities:**

The Head of the NAOSU will, among others:

- Identify, prepare and monitor projects and programmes funded by various EU modalities;
- Be responsible for the day to day administration of the National Authorising Officer Support Unit (NAOSU);
- Ensure the effective and efficient coordination and collaboration of EU Programmes among ministries and other stakeholders;
- Manage all aspects of the project cycle including programme identification, appraisal of proposals, preparation of financing agreements, tender documents, terms of reference for consultancies, progress reports etc.

The detailed terms of reference is available from the Director of Planning via e-mail: [cenplan@vincysurf.com](mailto:cenplan@vincysurf.com) ; [edfpmcu@vincysurf.com](mailto:edfpmcu@vincysurf.com) and [ctoby@svgcpd.com](mailto:ctoby@svgcpd.com) or telephone at 457-2182 or 457-1746.

The deadline for receipt of applications is **22<sup>nd</sup> January, 2016 at 4:00 pm local time.**

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## **TERMS OF REFERENCE**

### **Head of Unit/National Authorising Office Support Unit (NAOSU)**

**SUPERVISED BY:** National Authorising Officer (NAO)

**REPORT TO:** NAO

#### **Introduction: The NAOSU**

The Economic Planning Division (EPD), located within the Ministry of Economic Planning, Sustainable Development, Industry, Internal Trade, Information and Labour, has the responsibility for inter-ministerial coordination of planning and development activities as one of its core functions. The EPD, and by extension the Office of the NAO, is instrumental in ensuring that there is effective aid delivery which is geared towards increased economic growth, job creation and poverty reduction in Saint Vincent and the Grenadines.

#### **Duties and responsibilities:**

##### **The Head of the NAOSU will:**

- Be responsible for the day to day administration of the National Authorising Office Support Unit (NAOSU);
- Consult with the NAO to prepare, supervise, co-ordinate and manage the Work Programme for NAOSU;
- Monitor the progress on specific projects particularly those funded either in whole or in part by the European Union. Associated duties will include drafting work programmes, preparing and reviewing documents, tender evaluation reports and services, works and supply contracts, participating in the evaluation of bids for works, supplies and services, monitoring the project implementation process and assisting/implementing the organization of draft project reports;
- Coordinate the EU funded infrastructure activities in Saint Vincent and the Grenadines including: a) assisting in the monitoring of projects being implemented under EU programme; b) participation in site meetings on on-going infrastructure contracts and c) preparation of summary monitoring reports, etc.
- Identify, prepare and monitor projects and programmes funded by various EU modalities;
- Ensure the effective and efficient coordination and collaboration of EU programmes among ministries and other stakeholders;
- Manage all aspects of the project cycle including programme identification, appraisal of proposals, preparation of financing agreements, tender documents, terms of reference for consultancies, progress reports etc;
- Liaise with the EU Delegation's Operational and Contract and Finance Units;

- Facilitate visiting missions from the EU Delegation and European Commission;
- Be responsible for infrastructure programmes such as the rehabilitation of roads, 10<sup>th</sup> EDF Health Sector Infrastructure projects etc;
- Provide technical assistance to line ministries and NGOs in project cycle management and financial reporting;
- Provide assistance to the NAO with sector reviews;
- Provide assistance with negotiations for Framework of Mutual Obligations (FMOs) and other agreements;
- Work in close cooperation with implementing agencies on identification of new programmes and preparation of related implementation documents;
- Assist in the development of work plans for the Unit and participate in Country Portfolio Reviews (CPR);
- Perform quality checks and revision of documentation submitted by implementing agencies;
- Maintain accounts on all EU financed programmes;
- Undertake any other tasks as may be reasonably requested by the NAO to effectively carry out the mandate of the NAOSU.

### **Required experience, qualifications and additional requirements:**

#### **Qualifications**

- A postgraduate degree in project management or a related discipline;
- A postgraduate degree in civil engineering will be an asset.

#### **Experience**

- A minimum of ten (10) years overall professional experience in managing programmes with multilateral development banks and international donors such as the European Union, World Bank and the Caribbean Development Bank, etc.
- Experience in development cooperation would be an asset;
- A minimum of ten (10) years of working experience with at least five (5) years in a managerial position;
- Strong leadership capabilities and a demonstrated record of successful leadership of multi-disciplinary teams;
- Knowledge of project cycle management and EU Project Implementation Procedures would be an asset.

#### **Additional requirements**

- Computer skills that includes a working knowledge of the Microsoft Office suite particularly Microsoft Word, Excel and PowerPoint;

- Excellent command of the English Language.

**Duration:** 1 year (subject to annual reviews)

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