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## ORGANISATION OF EASTERN CARIBBEAN STATES

### VACANCY

#### **Country-Based E-Government Specialist (Dominica and St. Vincent)**

The Secretariat of the Organisation of Eastern Caribbean States (OECS) is inviting applications from suitably qualified nationals from its Member States to fill **two positions** of Country-Based Technical Specialists for Dominica and St. Vincent & the Grenadines respectively.

#### **KEY DUTIES**

Under the direction of Project Manager, Electronic Government for Regional Integration Project (EGRIP), the Country-Based Specialist will be expected to coordinate, manage and supervise all project activities of the Regional E-Government Unit (REGU) within the host country;

More specifically, the Country-Based Specialist will be required to:

- (i) Provide technical assistance to the host agency in the definition and implementation of national e-government strategies, policies, programs and legislation, among others, and assist in the coordination of the work of national E-government/ICT steering committees or task forces, as the case may be;
- (ii) Jointly with the Project Manager and the Procurement Specialist, plan procurement activities and update the Procurement Plan, monitor the procurement process to ensure timely delivery, monitor and update performance indicators within the host country, and propose updates to the Project Operational Manual, when required;
- (iii) Ensure the timely and effective implementation of project components by working closely with agencies involved in specific components and taking necessary action;
- (iv) Liaise with consultants, contractors and suppliers on all technical aspects of the project, keeping the Project Manager informed of progress on the ground;
- (v) Participate in the preparation of tender documents for goods, in particular, the technical specifications section, and requests for proposals for consultants, in particular the Terms of Reference;
- (vi) Participate in tender evaluations and consultant selections, when requested by the Project Manager, and assist in the preparation of evaluation reports including recommendations for awards, and in negotiating contracts;

- (vii) Consult local beneficiary agencies of the host country and organize local working groups, as needed, for the conduct of all the above mentioned tasks;
- (viii) Liaise with donor agencies, notably the CDB, CIDA and the EU, in the implementation of projects that are being financed in parallel with this project or on co-financing activities that may be agreed in the future;
- (ix) Perform other duties as assigned by the Project Manager and the OECS Secretariat.

## **QUALIFICATIONS AND EXPERIENCE**

1. The ideal candidate should have:

- **At least a Bachelors Degree in Computer Science, Management Information Systems, Computer Technology, Engineering or related field.**
- **At least 5 years direct experience in the implementation of E-government and ICT projects and use of technology for public sector modernization.**
- **Working Knowledge of the public sector in OECS countries; preferably, direct working experience with government or international organizations.**
- **Sound working knowledge of the national ICT Sector, stakeholders, initiatives and agenda.**
- Good Knowledge of ICT Turnkey solutions, Service Contracts and Service Level Agreements (SLAs), sources of supply, market trends, pricing, etc. and ability to conduct market research.
- Experience in preparing ICT and E-government technical specifications, request for proposals and terms of reference.
- **Experience in the supervision of suppliers, consultants and contractors.**
- **Ability to communicate effectively in written and oral formats and to prepare reports.**

## **TERMS OF APPOINTMENT**

The position is available for two years in the first instance with the possibility of renewal. The salary is tax free. The successful applicant will also be eligible for membership in the Organisation's Group Health and Life Insurance.

## **APPLICATION PROCEDURES**

Applications are to be submitted for the attention of:

Human Resource Officer,  
**Country-Based E-Government Specialist,**  
OECS Secretariat, Morne Fortuné,  
P.O. Box 179, Castries, Saint Lucia  
E-mail: [oesec@oeecs.org](mailto:oesec@oeecs.org)

The deadline for application is **Friday, 19<sup>th</sup> February 2010**. Applications should include the specific Country Based Position, Curriculum Vitae stating nationality as well as the contact information of the present or most recent employer and that of two referees. Copies of relevant certificates should be submitted with applications.

***The Secretariat wishes to thank all applicants for their interest in the vacancy, however only those applications under consideration will be acknowledged.***