

Programme Assistant- Education

Education Development Management Unit · Castries, LC

PROGRAMME ASSISTANT-EDUCATION

ABOUT THE OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

JOB SUMMARY

Under the leadership of the Programme Director, the Programme Assistant-Education will provide overall coordination of education initiatives, particularly the implementation of OECS Education Sector Strategy (OESS) and projects. The role will be responsible for creating an environment of trust, open communication and innovative thinking in which teams can be developed and engaged.

KEY DUTIES

- Assist with the development and implementation of annual work plans and budgets that reflect the approved programs, functions and strategic plans.
- Assist with ensuring efficient correspondence and document management per policy and best practice.
- Ensures the use of organisation established rules, process and procedure to guide work.
- Prepare and modify documents including correspondence, reports, drafts, memos and email.
- Conduct research, data analysis and some interpretation to advance the work of the unit/division.
- Search for solutions to solve problems in own work.
- Able to work with minimal supervision.
- Able to complete complex assignments and lend support to larger more complex assignments.
- Provide support in the scheduling and coordinating administrative and logistical arrangements for meetings, workshops, webinars, and alike, including support for preparation and distribution of concepts, agendas, minutes and action sheets.
- Provide rapporteur support to the meetings of the Division.
- Make travel arrangements (including booking on-line tickets, hotel arrangements) for staff and conferences where required, including all relevant pre- and post- travel requirements and support.
- Assist with processes and systems for identification and mobilization of financial resources, technical assistance, strategic partnerships and capacity building.
- Develop stable and productive working relationships with key internal & external stakeholders.
- Provide support in the conduct of research and production of documents for advancement of economic development and trade, with consideration to policies and strategies of OECS

Member States, the wider Caribbean region, and relevant international networks.

- Work closely with technical and administrative staff, and core functions of the Commission, to develop and advance initiatives in knowledge management and monitoring and evaluation, visibility and public awareness/engagement.
- Assist specific projects and initiatives, as may be required, by providing fiduciary support and guidance on relevant best practices and compliance, through factual information, relevant current data and analysis.
- Assist with the preparation and execution of special initiatives and projects.
- Work closely with Administrative staff in coordinating and facilitating general office support service.
- Assist with managing the inventories (stationery, office supplies and equipment), databases and rosters (leave, travel, meetings, contacts, focal points, and partners).
- Perform routine functions such as preparation and dissemination of meeting minutes/action notes, facilitate courier services, photocopying, scanning and other related functions
- Assist in procurement processes by preparing requisitions and checking their completeness and authorization
- Disseminates documents, newsletters, brochures, press releases and other public awareness materials associated with the promotion of activities
- Contribute towards the advocacy and communication on the work of the
- Support the technical specialist to operationalize priority recommendations from governance and technical meetings
- Perform any other related duties as may be assigned/approved by the Director of HSD.

EXPERIENCE AND KNOWLEDGE

- A Bachelor's degree in – Education, Social Development, International Development, Education Policy and Planning, Statistics, Early Childhood education or other relevant field.
- At least five years progressively responsible professional work experience coordinating education programmes and initiatives at the regional or national level, which in data collection, analysis, visualization and management
- Experience with data collection and analysis in education, developmental or humanitarian contexts
- Understanding and knowledge of the management of statistical databases and the production of statistical data in all phases of the data lifecycle
- Strong familiarity with the cultural and political context of the OECS region.
- Proven capacity to work with collaborative teams across different locations and with different technical skills.
- Strong writing and oral communication skills and the aptitude to handle competing messages and priorities with multiple audiences.
- Ability to translate complex ideas from various fields into unified, clear guidance.
- Experience working in complex, demanding environment is a plus
- Knowledge and experience in project management would be an asset.

CORE COMPETENCIES

- Drive with Purpose and Vision
- Create an Environment of Trust
- Build Effective Teams
- Ensure Accountability

- Demonstrate Decision Quality
- Communicate Effectively

TERMS OF APPOINTMENT

JOB LOCATION

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Programme Assistant-Education is stationed at the OECS Commission headquarters.

All nationals of the OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

BENEFITS

The position is on a fixed-term establishment. Salary will be commensurate with qualifications and experience, and exempt from income taxes. In addition to the basic salary, this post attracts allowances.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Friday 9th June 2023**.

Only applications under consideration will be acknowledged.

Apply for This Job