

# General Call: Technical Specialist

Education Development Management Unit · Castries, LC

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## TECHNICAL SPECIALIST

### 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-Education, the Technical Specialist will serve as the subject matter expert in education to drive the implementation of the Regional Education Strategy. The Technical Specialist will provide technical leadership for the implementation of the regional strategy, to support overall human and social development in the Member States through the education programme.

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**

- Provide technical leadership to guide the implementation of regional education sector strategy and development partner-financed projects executed by the EDMU
- Advice to education officials in the OECS on various aspects of education policy and practice in the development and implementation of their national education plans
- Collaborate with internal and external partners in planning, implementing, and monitoring the work of the EDMU at a regional and national level.
- Lead the sharing of knowledge and lessons learnt from exemplary practice in education
- Prepare progress and annual reports on regional education initiatives being implemented by the EDMU to support the implementation of the regional education strategy
- Prepare documentation (concept notes, project/grant proposals and budgets) to mobilize resources to support implementation of the education strategy
- Lead research initiatives to advise on policy options for developing education in the OECS
- Prepare annual report on the status of implementation of the regional strategy
- Facilitate development partner support for education in the region by building synergies and using opportunities for convergence in implementing sustainable education initiatives;

- Contribute to preparing and reporting on the EDMU's annual work plan;
- Coordinate arrangements for and facilitating regional meetings/workshops/conferences of governance and technical working groups in education
- Coordinate with Member States the compilation of the OECS Annual Education Statistical Digest
- Collaborate with Member States to ensure alignment between National and regional annual work plans
- Prepare of all relevant documentation for procurement of services, including concept papers, terms of reference
- Manage consultants to ensure delivery of scope of works within the specified timeframe
- Contribute towards the advocacy and communication on the work of the EDMU
- Represent the OECS Commission at Regional and International engagements.
- Partner with the Project Management Office to lead the successful delivery of education programmes and projects.
- Undertake related assignments by the Programme Director-EDMU, Director, Human and Social Development and the Director General.

## **EXPERIENCE AND KNOWLEDGE**

- An advanced degree in education, social sciences or related field.
- A minimum of 5 years working experience in a relevant education-related field including some experience in multi-country education programme development and implementation

- Extensive experience undertaking research in education or international development
- Excellent oral and written communication skills in English.
- Ability to work as a member of a multi-disciplinary and multi-cultural team.
- Ability to take initiative and to work with minimum supervision.
- Demonstrated and sound competence in organising national and regional meetings/workshops;
- Experience in project management will also be an asset
- Experience with multi-country and multi-donor projects.
- Experience and skills in the Microsoft Suite of programmes, (including Microsoft Project, MS Excel, Word) and database programs.

## **TERMS OF APPOINTMENT**

### **JOB LOCATION**

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Technical Specialist will be stationed at the Headquarters in Saint Lucia.

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 deadline for all submissions is **Wednesday 28th June 2023**.

**Only applications under consideration will be acknowledged.**

**[Apply for This Job](#)**