

## **THE CARIBBEAN CENTRE FOR DEVELOPMENT ADMINISTRATION (CARICAD)**

### **VACANCY National Project Officer**

Applications are invited from suitably qualified persons for the role of National Project Officer for a period twelve (12) months based at CARICAD – Bridgetown, Barbados. The project is to support to ICT Strategic Planning in Caribbean Parliaments.

#### **Background**

The United Nations Department of Economic and Social Affairs (UNDESA), through the Global Centre for ICT in Parliament, and in partnership with the Caribbean Centre for Development Administration (CARICAD), intends to assist legislatures in the Caribbean, through the project *Support to ICT Strategic Planning in the Caribbean Parliaments*, in developing their vision and comprehensive strategic plans for the effective deployment of ICT in Parliament. The project is funded under the European Development Fund by the Africa, Caribbean and Pacific (ACP) Secretariat.

#### **Responsibilities**

Under the overall supervision of the Project Coordinator and with the guidance and support of the staff of CARICAD, the National Project Officer will perform the following duties:

- In consultation with CARICAD, participating national parliaments and collaborating partners, provide inputs to the annual work plan of activities, including working strategies and priorities;
- Contribute to the substantive and logistical organization of the regional workshop on ICT strategic planning;
- Contribute to the substantive and logistical preparation of technical assessment missions to Caribbean parliaments by preparing mission scope and programmes;
- Liaise with national parliaments and other implementation partners on a continuing basis;
- Establish a platform and coordinate the work of the community of practice of ICT strategic planners in Caribbean parliaments
- Participate in technical assessment missions and contribute to the preparation of ICT assessment reports;
- Assist the Project Coordinator on the identification and selection of experts/consultants;
- Contribute to monitoring and following-up on the work of external experts/consultants;
- Contribute to the preparation of work plans, budgets revision and reports as required by the project document
- Report regularly to the Project Coordinator on progress of the implementation activities on the ground;

## **EDUCATION**

A Master's degree or equivalent in information management, computer sciences, or related field (engineering, etc) or a qualifying combination of education in economics, political science, public administration, etc. and experience in ICT may be considered.

## **EXPERIENCE**

At least three years of experience of facilitating ICT projects, possibly with at least one year at the international level. Previous experience in parliamentary assemblies or experience working with parliaments and ICT are highly desirable. In additions, candidates should possess strong organizational skills, excellent IT skills and knowledge of parliamentary processes, services and information systems.

Qualified persons are invited to send their resumes electronically to <http://www.caricad.net> or [caricad@caricad.net](mailto:caricad@caricad.net) or by mail to:

The Executive Director  
THE CARIBBEAN CENTRE FOR DEVELOPMENT ADMINISTRATION  
1<sup>st</sup> Floor, Weymouth Corporate Centre  
Roebuck Street, St. Michael, BBI 1080  
Barbados

**The closing date for applications is August 20, 2010**