

## **DETAILS OF THE POST OF FOOD SAFETY PROGRAMME OFFICER -CAHFSA**

### **1. FUNCTIONS OF THE POST**

Under the direction of the Food Safety Specialist of CAHFSA, the Food Safety Programme Officer will perform a wide range of routine technical and administrative functions in support of the delivery of the Food Safety Division's programme and projects.

### **2. QUALIFICATIONS & EXPERIENCE**

Candidates must possess at least a bachelor's degree in an agriculture-related discipline with adequate preparation in food safety.

In addition, candidates should have specialized training in, working knowledge of or experience in the following:

- Microsoft Office Applications (MS Word, Excel, PowerPoint, Access)
- Portable Document Format (PDF) Management
- Internet search engines
- Fluency in written and spoken English

Candidates should also possess a working knowledge and/or understanding in at least three of the following:

- i. The Revised Treaty of Chaguaramas establishing the CARICOM Single Market and Economy (CSME)
- ii. The Agreement establishing the Caribbean Agricultural Health and Food Safety Agency (CAHFSA)
- iii. Operating mechanisms of the Caribbean Community
- iv. Role, function, and standard-setting mechanisms of the International Plant Protection Organization (IPPC), World Animal Health Organization (OIE) and Codex Alimentarius Commission (CAC).
- v. Knowledge of the World Trade Organization Agreement on Sanitary and Phytosanitary Measures (WTO-SPS Agreement)

### **3. DUTIES AND RESPONSIBILITIES**

The **Food Safety Programme Officer** will be required to:

- (a) **SERVE** as Administrative secretary for the Caribbean Task Force on Food Safety.
- (b) **COLLECT** and compile data on environment, plant, animal and human health related to food safety programme/ project activities to support reporting on programme/ project delivery.
- (c) **MAINTAIN** records and updates databases and web pages

- (d) **PARTICIPATE** in the organization and follow-up of meetings, consultations, seminars and events, compile and distribute documents and provide information as required.
- (e) **REPRESENT** the CAHFSA Food Safety Specialist at meetings or other fora as required
- (f) **PROCESS**, format and proofread reports, documents, publications, and correspondence related to the work of the Food Safety Division from draft texts.
- (g) **REVIEW** and direct correspondence, calls and queries to appropriate contacts; respond to routine enquiries.
- (h) **PERFORM** any other duties in line with job responsibilities that may be assigned by the Food Safety Specialist.

**4. EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

**5. LEAVE**

The Food Safety Programme Officer shall be eligible for the grant of vacation leave at the rate of twenty (20) working days per year.