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.