

DETAILS OF THE POST OF PLANT HEALTH PROGRAMME OFFICER -CAHFSA

1. FUNCTIONS OF THE POST

Under the direction of the Plant Health Specialist of CAHFSA, the Plant Health Programme Officer will perform a wide range of routine technical and administrative functions in support of the delivery of the Plant Health 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 plant health or plant protection.

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 of 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)
- v. Knowledge of the World Trade Organization Agreement on Sanitary and Phytosanitary Measures (WTO-SPS Agreement)

3. DUTIES AND RESPONSIBILITIES

The **Plant Health Programme Officer** will be required to:

- (a) **SERVE** as Administrative Assistant for the Caribbean Regional Plant Protection Organization (RPPO).
- (b) **COLLECT** and compile data on plant health-related 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 Plant Health Specialist at meetings or other fora as required
- (f) **OVERSEE** the activities of the secretariat of the Coordinating Group of Pesticide Control Boards of the Caribbean
- (g) **PROCESS**, format and proofread reports, documents, publications, and correspondence related to the work of the Plant Health Division from draft texts.
- (h) **REVIEW** and direct correspondence, calls, and queries to appropriate contacts; respond to routine enquiries.
- (i) **PERFORM** other duties in line with job responsibilities that may be assigned by the Plant Health Specialist

4. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

5. LEAVE

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