

## **VACANCY ANNOUNCEMENT– ANIMAL HEALTH PROGRAMME OFFICER**

Applications are invited from interested and suitably qualified nationals of Suriname and Guyana to fill the above-mentioned position at the Caribbean Agricultural Health and Food Safety Agency (CAHFSA).

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

Under the direction of the Animal Health Specialist of CAHFSA, the Animal Health Programme Officer will perform a wide range of routine technical and administrative functions in support of the delivery of the Animal 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 veterinary science, animal husbandry, animal science or livestock production.

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

- Microsoft Office Suite (MS Word, Excel, Project)
- Adobe Acrobat
- Internet search engines
- Working proficiency 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 World Animal Health Organization (WOAH) and Codex Alimentarius Commission (CAC).
- v. Knowledge of the World Trade Organization Agreement on Sanitary and Phytosanitary Measures (WTO-SPS Agreement)



#### **4. DUTIES AND RESPONSIBILITIES**

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

- (a) **SERVE** as Administrative Assistant for the CARICOM Committee of Chief Veterinary Officers
- (b) **COLLECT** and compile data on environment, plant, animal and human health related to animal health 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 Animal Health Specialist at meetings or other fora as required
- (f) **PROCESS**, format and proof-read reports, documents, publications, and correspondence related to the work of the Animal Health 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 Animal Health Specialist

#### **5. EMOLUMENTS AND BENEFITS**

An attractive remuneration package will be offered.

#### **6. LEAVE**

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

#### **7. PRIVILEGES AND IMMUNITIES**

The officer will be granted the privileges and immunities extended to officials of CAHFSA in accordance with the Agreement between the Government of the Republic of Suriname and the CARICOM Community establishing the headquarters of the Caribbean Agricultural Health and Food Safety Agency.



## **APPLICATION INSTRUCTIONS**

Applications in English Language with a cover letter and full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, coordinates (including email addresses) of three referees and other relevant information, should be addressed to:

**The Animal Health Specialist**

**Caribbean Agricultural Health and Food Safety Agency (CAHFSA),**

**Leticia Vriesdelaan #10, Paramaribo, Suriname**

**and sent by email to [info@cahfsa.org](mailto:info@cahfsa.org) with the subject, “Application for Animal Health Programme Officer”.**

The deadline for the submission of applications is **August 14, 2024**.

