CARIBBEAN AGRICULTURAL HEALTH & FOOD SAFETY AGENCY
Letitia Vriesdelaan #10, Paramaribo, Suriname | +597 422546
info@cahfsa.org | www.cahfsa.org

VACANCY ANNOUNCEMENT

POST: CHIEF EXECUTIVE OFFICER (CEO)

CARIBBEAN AGRICULTURAL HEALTH AND FOOD SAFETY AGENCY (CAHFSA)

Applications are invited from interested and suitably qualified nationals of the Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position at the Caribbean Agricultural Health and Food Safety Agency (CAHFSA) with assigned duty station in Suriname.

1. FUNCTION OF THE POST

Under the direction of the Board of Directors of CAHFSA, the Chief Executive Officer (CEO) provides vision, strategic direction and leadership to CAHFSA towards the achievement of its mission, goals, objectives and fulfilment of its critical functions, while managing its daily operations and directing the work of its technical and administrative officers. The Chief Executive Officer (CEO) liaises with the Technical Advisory Committees and other agencies, organizations, and national contact points in the planning and development of the regional programmes; the coordination and mobilization of resources for the regional programmes; as well as with the relevant Technical Advisory Committees to ensure integrity of recommendations to the Board.

The incumbent makes recommendations for appointments of other staff with due consideration to qualifications and experience in the critical areas of animal and plant health, food safety and project management; and ensures good administrative, accounting, and ethical practices in CAHFSA.

The incumbent submits to the Board an annual report, which includes audited financial statements, prepares the annual budget and work programmes of CAHFSA for submission to the Board and subsequently COTED; and undertakes any other function as may be determined by the Board.

2. QUALIFICATIONS AND EXPERIENCE

Candidates should possess the following:

1) A Post Graduate Degree in one or more of the following:

- □ Agricultural Science, Agronomy, Soil Sciences, or related fields.
- □ Veterinary Medicine, Veterinary Public Health, Livestock Health or Epidemiology.
- □ Agricultural biotechnology, biological science with adequate preparation in agriculture
- □ Plant Protection Discipline such as Entomology, Nematology, Plant Pathology or Virology.
- □ Food Science or Food Technology with an emphasis on food safety management or quality assurance management systems.

A WTO certificate in sanitary and phytosanitary measure or similar certification and /or prior experience working with regional integration and the Caribbean Community will be an asset.

2) This position requires a minimum of 10 years' experience in a senior management position related to agricultural health and food safety.

3) At least 3 years' experience in the following:

   a) Financial management – Resource mobilization and management.
   b) Programme and project management – Managing human and financial resources, managing international funded projects, developing and writing agricultural programmes, work plans, projects and budgets.

In addition, candidates must possess/demonstrate sound working knowledge and understanding in at least 6 of the following:

a) Revised Treaty of Chaguaramas.
b) The Agreements establishing the Caribbean Agricultural Health and Food Safety Agency (CAHFSA).
c) The role, function and standard setting mechanisms of the Caribbean Regional Organization for Standards and Quality (CROSQ), Codex Alimentarius Commission (CAC), International Plant Protection Commission (IPPC) or World Organization for Animal Health (WOAH).
d) Public sector administrative and institutional framework of CARICOM Countries.
e) Operating mechanisms of the Community.
f) Regional policies and priorities of Agriculture, Forestry and Fisheries.
g) International and regional commitments and obligations of the WTO SPS Agreement and other trade Agreements.
h) Legislation pertaining to animal health and production, plant health and production, and food safety.
i) International laws, agreements, and commitments.
j) Microsoft Office Suite (MS Word, Excel, PowerPoint), Microsoft Project, Adobe Acrobat and Search Engines.
k) The CARICOM Secretariat's Results Based Management Framework.

3. SKILLS/COMPETENCIES

1. Strategic thinking and Leadership.
2. Knowledge management.
3. Problem solving and analysis.
4. People management and empowerment – Managing/coordinating a

multidisciplinary team.

5. Client orientation and customer focus.
6. Effective Communication.
7. Analytical and critical thinking and problem-solving capability.
8. Accountability for independent action and performance impact.

4. DUTIES AND RESPONSIBILITIES

The CEO will be required to achieve the following results by undertaking, but not limited to, the activities identified.

Result 1: The development and implementation of a Strategic Framework for policies, procedures, guidelines, and standards in the region assured:

- **PROVIDE** strategic guidance and framework for the development of an effective and efficient Sanitary and Phytosanitary (SPS) regime in the region including development of legislations, policies and strategies in relation to animal health, plant health, food safety, quality assurance and related inspection services;
- **FACILITATE** and promote the development and use of regional, as well as international standards, measures, and guidelines.
- **PROMOTE** the harmonization of technical procedures in relation to matters such as Good Agricultural Practices (GAPs), Good Manufacturing Practices (GMPs), Hazard Analysis Critical Control Point (HACCP), quarantine systems and surveillance, and good laboratory practices and services;
- **DEVELOP** a mechanism and framework for the (i) continuous monitoring and evaluation of national and regional agricultural health and food safety programmes (ii) provision of technical support directed at strengthening the respective programmes and (iii) the strengthening of laboratory services in relation to animal health, plant health and food safety
- **COLLABORATE/FACILITATE** the development of strategies/programmes that would facilitate the strengthening of national agricultural health and food safety agencies/coordinating mechanisms.

Result 2: Strong leadership and vision for CAHSFA and the Member States towards delivering and meeting the CAHFSA's strategic goals and objectives provided:

- **RECOMMEND** for the approval of the Board of CAHFSA, staff policies, procedures, and regulations of CAHFSA.
- Always **ENSURE** compliance with all relevant procedures and controls.

- **PROVIDE** leadership and vision for CAHFSA and manage relationships with member states and donors on all matters relating to plant and animal health and food safety; and

- **CREATE** a framework for the identification and definition of the human and financial resource requirements of national health and food safety systems and make recommendations on the execution of strategies to address deficiencies, including the training of personnel and the mobilization of funds.

Result 3: CAHFSA serves as a regional and international contact point for matters relating to sanitary and phytosanitary matters, and agency for donors' contribution towards addressing Agricultural Health and Food Safety issues:

- **SERVE** as the regional contact point for Sanitary and Phytosanitary matters;

- **PROVIDE** a mechanism for achieving regional consensus on Sanitary and Phytosanitary issues that can be represented in the international fora;

- **DEVELOP/PROVIDE** a mechanism for the coordination and integration of technical support to member states by relevant regional and international organizations;

- **DELIVER/PROVIDE** an effective mechanism for partnership in the efficient use of human and financial resources and infrastructure, including laboratory services, in protecting human, plant and animal health;

- **CREATE/PROVIDE** an effective mechanism to respond rapidly to SPS emergencies and emerging issues; and

- **ESTABLISH/PROVIDE** a framework for communicating changes in sanitary and phytosanitary measures with a view to ensuring transparency and compliance by Contracting Parties in a timely manner.

Result 4: The application of sound, robust financial and budgetary measures to ensure efficient control of and adherence to the management of CAHFSA's resources.

- **PREPARE** the draft annual budgetary proposals and the submission of annual audited financial statements for CAHFSA for submission and approval of the Board/COTED;

- **ENSURE** adherence to the financial regulations of CAHFSA;

- **CONTROL** the revenue and expenditure of CAHFSA as approved by the Board,

ensuring the efficient provision and use of goods and services;

- **VERIFY** adherence to the correct procedures with respect to all operational matters within the competence of CAHFSA;
- **PREPARE** CAHFSA's annual work programme in keeping with the financial resources of the organization;
- **REPRESENT** CAHFSA where necessary and required; and
- **ASSURE** the timely submission of accounting/financial and other reports and updates of all assignments.

Result 5: Current and emerging issues relating to global and regional plant and animal health and food safety matters in relation to opportunities, threats and risks kept abreast of.

- **KEEP** abreast of the latest and evolving global trends impacting the region; and threats, risks and opportunities to the region; and
- **MONITOR** and **ASSESS** threats and risks, and **PROVIDE** applicable forward-looking advice as required.

5. WORK ENVIRONMENT

The incumbent is expected to:

- □ Work at a high pace to complete workload.
- □ Be able to multi-task.
- □ Be mentally prepared to deal with preparation of reports and respond to requests.
- □ Regularly respond to many unplanned or unpredicted developments.
- □ Be prepared to use the computer for extended periods.
- □ Undertake regular regional and international travel.

6. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered. In addition, a group health, life and accident insurance will be offered. The Chief Executive Officer will be granted settlement and transportation allowances to facilitate his/her settlement in Suriname.

7. LEAVE

The Chief Executive Officer will be eligible for the grant of vacation leave at the rate of thirty (30) working days a year.

8. 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 Caribbean Community establishing the headquarters of the Caribbean Agricultural Health and Food Safety Agency.

9. APPLICATIONS

Applications in English Language with full curriculum vitae details, including nationality, date of birth, work experience, educational qualifications, summary of professional skills and/or expertise, language proficiency, list of professional publications, coordinates (including email addresses) of three referees (at least two of whom must be familiar with the applicant's work), and other relevant information, should be addressed to:

The Chief Executive Officer
Caribbean Agricultural Health and Food Safety Agency (CAHFSA)
Letitia Vriesdelaan #10
Paramaribo
Suriname

and sent by email to info@cahfsa.org and copied to ceo@cahfsa.org

The deadline for the submission of applications is **Friday, 27 November 2026.**