CARIBBEAN AGRICULTURAL HEALTH & FOOD SAFETY AGENCY
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VACANCY ANNOUNCEMENT

POST: PLANT HEALTH PROGRAMME OFFICER

CARIBBEAN AGRICULTURAL HEALTH AND FOOD SAFETY AGENCY (CAHFSA)

Applications are invited from suitably qualified nationals of Suriname and from nationals of Caribbean Community (CARICOM) Member States and Associate Members who reside in Suriname to fill the above-mentioned position at the Caribbean Agricultural Health and Food Safety Agency (CAHFSA), with the duty station in Suriname.

1. PURPOSE OF THE POST

Under the guidance of the Plant Health Specialist / Head, Plant Health Department, the Plant Health Programme Officer helps implement CAHFSA's Regional Plant Health Programme by coordinating projects, analysing phytosanitary data and providing technical assistance to Member States. The officer also supports national capacity development and regional cooperation in pest prevention, sanitary and phytosanitary (SPS) measures, and plant protection systems.

2. QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in agriculture, Plant Science, Plant Protection, or a related field.
- Minimum of three (3) years' experience in plant health or related technical coordination role.
- Familiarity with phytosanitary systems and regional or international frameworks (IPPC, WTO–SPS Agreement).
- Excellent written and oral communication skills.
- Strong analytical, data management, and organizational abilities.
- Proficiency in Microsoft Office Suite and collaborative platforms.

3. COMPETENCIES

- Excellent organizational ability and attention to detail.
- Team-oriented, service-focused, and culturally sensitive.
- Effective communicator with technical writing skills.
- Ability to work independently and meet tight deadlines.
- Fluency in written and spoken English

4. MAIN FUNCTIONS

- Support planning, implementation, and monitoring of plant health projects and activities under CAHFSA's work programme.
- Facilitate communication and technical cooperation among NPPOs, Member States, and international agencies.
- Compile, analyze, and report plant health data and project outputs for the Plant Health Department.

- Provide technical input for regional programmes related to pest surveillance, pesticide management, and phytosanitary capacity building.
- Contribute to the preparation of technical briefs, reports, and presentations for regional and international meetings.
- Assist the Plant Health Specialist in aligning CAHFSA activities with regional and international frameworks, including the IPPC and SPS Agreement.

5. DUTIES AND RESPONSIBILITIES

A. Administrative and Technical Support

- Serve as the Administrative Assistant for the Pesticide Control Board of the Caribbean (CGPC)
- Support the organisation and documentation of CGPC meetings, workshops, and consultations.
- Draft, edit, and format technical correspondence, reports, and presentations.
- Facilitate communication between CAHFSA, Member States, and regional partners.

B. Data and Information Management

- Compile, update, and archive data and reports related to plant health initiatives.
- Maintain databases and digital platforms related to pest surveillance, risk analysis, and phytosanitary information.
- Prepare summaries and briefs for the Plant Health Specialist and relevant stakeholders.

C. Coordination and Representation

- Support the monitoring and follow-up of project activities and deliverables.
- Liaise with national plant protection organisations NPPOs), regional Plant Protection Organizations and technical committees as required.
- Represent CAHFSA at regional and international events under the guidance of the Plant Health Specialist.
- Collaborates with the **RPPO Technical Secretary** on activities that align with CAHFSA and RPPO objectives.
- Provides technical inputs to RPPO initiatives when requested by the Plant Health Specialist.

D. Programme Implementation

- Coordinate and monitor regional plant health projects and activities.
- Provide logistical and administrative support for meetings, workshops, and field activities.
- Prepare summaries and progress updates for the Plant Health Specialist.
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E. Other Responsibilities

- Contribute to CAHFSA's public and internal communications on plant health activities.
- Perform other related duties consistent with the objectives of the Plant Health Programme as directed by the Plant Health Specialist.

5. EMOLUMENTS AND BENEFITS

An attractive remuneration package will be offered.

6. 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.

6. APPLICATIONS

Applications in English, with full curriculum vitae details, including nationality, work experience, educational qualifications, a summary of professional skills and/or expertise, language proficiency, and contact details (including email addresses) of two referees, at least two of whom must be familiar with the applicant's work, should be addressed to:

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

Applications should be sent by email to info@cahfsa.org and copied to rppo.secretariat@cahfsa.org.

Deadline for submission of applications: 20 November 2026