TWO DECADES OF MUTUAL SECURITY
THROUGH PARTNERSHIP

JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the Heads of Government, is seeking a suitably qualified individual to fill the following position at its Headquarters in Trinidad and Tobago:

MONITORING AND EVALUATION (M&E) SPECIALIST, INTEGRATED PROJECT IMPLEMENTATION UNIT (IPIU)

OPEN TO ALL CARICOM NATIONALS

PROJECT SUMMARY

The United States (US) Department of State, Bureau of Western Hemisphere Affairs, through the Caribbean Foreign Assistance Unit of the United States Embassy in Santo Domingo approved the project entitled ***'Turning on the Lights (ToL): Advancing Fish and Flags Through Enhanced Maritime Visibility, Fisheries Governance and Regional Oversight in the Caribbean.'*** The project is designed to achieve the following key security outcomes:

- Strengthened Regional Fisheries Governance and Regulatory Frameworks for Maritime Visibility and Fisheries Oversight.

- Enhanced Maritime Domain Awareness and flag and fisheries oversight effectiveness.

- Strengthened Regional Cooperation, Information Sharing, and Collective Action Against Fisheries Crime.

As part of the project start-up activities, the establishment of the Integrated Project Implementation Unit (IPIU) necessitates the recruitment of suitably qualified personnel to support the effective implementation of the project.

JOB SUMMARY

The Monitoring and Evaluation (M&E) Specialist, IPIU is responsible for developing, implementing and maintaining comprehensive monitoring, evaluation, accountability and learning frameworks to assess the performance, effectiveness, efficiency, impact and sustainability of the Agency's programmes and projects.

The M&E Specialist, IPIU will provide technical advice and support to CARICOM IMPACS in the development and implementation of a results-based management (RBM) framework for its projects and lead efforts to establish and implement comprehensive frameworks for monitoring and evaluating the effectiveness of the ToL project, ensuring that measurable results are achieved, and performance is aligned with the strategic objectives.

The M&E Specialist, IPIU will report to the Project Manager, IPIU.

DUTIES AND RESPONSIBILITIES

A. Monitoring and Evaluation (M&E) Framework Development

- Develop, implement and periodically review comprehensive M&E frameworks, strategies, systems policies, methodologies, tools, indicators, and performance metrics. and tools for the ToL, CARICOM Maritime Security Strategy and the Agency.

- Lead the creation of an M&E plan that details how data will be collected, analyzed, and reported for each strategic objective.

- Establish clear, measurable and achievable performance indicators, baselines, targets and milestones to assess programme and project performance.

- Ensure the integration of both qualitative and quantitative indicators to capture the complexity of security and policy-related impacts.

- Ensure that monitoring and evaluation activities are aligned with donor requirements, regional commitments and internationally recognized best practices.

B. Results-Based Management (RBM) Framework Development

- Provide technical expertise and guidance in the development, implementation and strengthening of a Results-Based Management (RBM) Framework for the ToL Project.

- Review and analyze the CARICOM IMPACS RBM Policy, relevant project documentation and existing monitoring and evaluation frameworks to ensure alignment with Agency's priorities, international best practices and project objectives.

- Collaborate with the project team and relevant stakeholders to establish clearly defined objectives, expected results, measurable outcomes and performance indicators.

- Develop and implement mechanisms for monitoring, tracking and assessing project performance against established targets, ensuring alignment with regional and international standards.

- Facilitate learning and continuous improvement through the systematic documentation, analysis and dissemination of lessons learned, best practices and recommendations arising from project implementation.

C. Project Performance Monitoring

- Monitor the implementation and performance of the ToL project and strategic initiatives against established objectives, deliverables, timelines and performance indicators.

- Track progress towards the achievement of intended outputs, outcomes and impacts.

- Identify implementation challenges, performance gaps, emerging risks and opportunities for corrective action.

- Collaborate with Projects Team, Technical Officers and relevant stakeholders to ensure the timely collection and submission of accurate performance information.

- Conduct periodic reviews of ToL project and recommend measures to improve implementation effectiveness.

- Support the integration of monitoring and evaluation requirements into project planning, implementation and closure processes.

D. Data Management, Analysis and Reporting

- Establish and maintain monitoring and evaluation databases, performance dashboards, tracking systems and other data management tools to support effective results monitoring.

- Analyze quantitative and qualitative data to identify trends, performance gaps, emerging issues and opportunities for programme improvement.

- Prepare accurate and timely monitoring reports, evaluation reports, performance assessments, analytical briefs and management presentations.

- Contribute to the preparation of donor reports, programme progress reports, annual performance reports and other reporting requirements, ensuring consistency with agreed results frameworks.

- Ensure the accuracy, reliability, confidentiality, integrity and accessibility of monitoring and evaluation data in accordance with applicable organizational policies and data protection requirements.

- Develop data visualizations, statistical summaries and performance dashboards and reporting templates for timely and user-friendly reporting to stakeholders, including Member States and regional partners

E. Stakeholder Engagement and Regional Coordination

- Collaborate with internal departments, CARICOM Member States, regional institutions, development partners and other stakeholders to facilitate monitoring, evaluation and results reporting.

- Coordinate with donors, implementing partners and relevant stakeholders to ensure compliance with monitoring and evaluation requirements, performance indicators and reporting obligations.

- Establish mechanisms for documenting, disseminating and applying lessons learned, good practices and recommendations arising from monitoring and evaluation activities.

- Facilitate learning sessions, performance review meetings and stakeholder consultations to communicate findings and promote evidence-based decision-making.

- Contribute to the continuous improvement of programme and project design, implementation and institutional performance through the integration of monitoring and evaluation findings into strategic and operational planning.

- Facilitate and participate consultations, technical committees, workshops, technical meetings, and working groups under the ToL Project.

- Prepare meeting reports, technical presentations and briefing documents arising from stakeholder engagements.

F. General

- Prepare reports, policy briefs, strategic papers, periodic updates and deliver presentations, as required.
- Assist in the implementation of the project's communication and visibility activities.
- Undertake other duties, which may arise or as may be delegated from time to time, appropriate to the grade of the post.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Master's Degree in Development Studies, Statistics, Public Policy, Project Management or a related field from a recognized University or Institution.
- Bachelor's Degree in a relevant discipline, combined with extensive relevant professional experience and specialized training in monitoring and evaluation, may be considered.
- Professional certification or specialized training in Project management, Monitoring and Evaluation, Results-Based Management, Project Management or Data Analytics.
- At least seven (7) years of experience in RBM, monitoring, and evaluation, preferably within a national, regional or international security framework.
- Demonstrated experience in designing RBM frameworks and M&E systems for strategic plans in security, governance, or related sectors.
- Considerable knowledge in establishing and operationalizing M&E frameworks, data analysis, and reporting for complex, multi-stakeholder strategies.
- Demonstrated experience in project planning, implementation, financial oversight, risk management, monitoring and reporting.
- Experience working with donor-funded projects and knowledge of international development partner requirements.
- Proficiency in at least one of the other languages used regionally (Spanish and/or French) would be an asset.
- Extensive knowledge of, and able to use, Microsoft Office Suite MS Project and other Project Management software.
- Excellent analytical and problem-solving skills.
- Exceptional written, verbal communications and presentation skills.

- Ability to travel within the region as required.
- Ability to multi-task and handle a high volume of work and function in a fast-paced environment.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work well independently and collaboratively.
- Ability to maintain a high level of confidentiality.

LOCATION

This position will be based at CARICOM IMPACS Headquarters in Trinidad and Tobago.

SUBMISSION OF APPLICATIONS

All applications must be received by CARICOM IMPACS no later than **30 NOVEMBER 2026** and **must include:**

- Nationality
- Work experience
- Educational qualifications
- Summary of professional skills
- **Contact information for three professional references who are familiar with the applicant's work or education**
- Any other relevant information

Please submit all applications to: **CARICOM IMPACS - Internal Vacancies**

IMPORTANT NOTICES

Online applications are strongly encouraged.

To facilitate the efficient processing of applications, applicants are kindly requested to submit their application only once through* one designated submission channel*. Please refrain from sending duplicate applications via multiple platforms or communication methods.

CARICOM IMPACS thanks all applicants interested in working at the Agency. However, ONLY shortlisted candidates will be contacted.