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:

PROJECT MANAGER, 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 Project Manager, IPIU is responsible for the effective planning, coordination, implementation, monitoring and successful delivery of the ToL project. The incumbent will provide strategic and operational oversight to ensure that the ToL project is executed within approved scope, timelines, budgets and quality standards, while achieving established objectives and intended outcomes.

The Project Manager, IPIU supports the Agency's strategic objectives by ensuring that project contributes meaningfully to institutional strengthening, regional cooperation, capacity building and the achievement of agreed programme outcomes.

The Project Manager, IPIU will report to the Assistant Director, Projects and supervises the Project Officer - IPIU, Monitoring and Evaluation (M&E) Specialist - IPIU, Maritime Policy Analyst – IPIU, Fisheries Analyst, IPIU and Project Assistant – IPIU.

DUTIES AND RESPONSIBILITIES

A. Project Planning and Development

- Lead the development of comprehensive project plans, including objectives, scope, deliverables, timelines, budgets, resource requirements, performance indicators and risk analyses.

- Prepare project proposals, concept notes, implementation plans, work breakdown structures and other relevant project documentation.

- Establish project governance arrangements, reporting mechanisms and clearly defined roles and responsibilities to support effective implementation.

- Collaborate with the departments and stakeholders to identify project requirements, dependencies, constraints and anticipated outcomes, ensuring alignment with the Agency's strategic priorities.

- Ensure that project plans incorporate appropriate risk management, monitoring and evaluation, quality assurance and sustainability considerations.

B. Project Coordination and Implementation

- Manage and coordinate the day-to-day implementation of the ToL project to ensure the timely achievement of agreed deliverables and outcomes.

- Provide operational leadership and technical oversight to the ToL project team, consultants, service providers and implementing partners.

- Coordinate project activities across relevant departments, regional institutions, CARICOM Member States and other stakeholders.

- Monitor project schedules and resource utilisation, identifying potential delays and implementing corrective measures where necessary.

- Oversee the review project deliverables and manage changes to project scope, schedules and resources through established approval processes.

- Establish and maintain mechanisms to monitor project implementation, progress, performance and achievement of intended results.

- Oversee the development and monitoring of key performance indicators, project milestones and deliverables in collaboration with the Monitoring and Evaluation Specialist.

- Develop, manage and monitor project budgets, expenditure forecasts, financial commitments and resource allocation plans in collaboration with the Finance Department.

- Monitor project expenditure and budget variances, recommending corrective measures to ensure financial accountability and efficient resource utilisation.

- Ensure compliance with the Agency's financial regulations, procurement procedures, contractual obligations and applicable donor requirements.

- Coordinate project procurement activities, including the coordination of Tender Clarification, Opening and Evaluation Meetings, preparation of technical specifications, terms of reference and supporting documentation.

- Monitors the performance of consultants and service providers.

- Identify, assess and manage project risks, maintaining appropriate risk registers, mitigation strategies and contingency measures while ensuring compliance with established quality standards, Agency’s policies and donor requirements.

C. Stakeholder Engagement and Regional Coordination

- Establish and maintain effective working relationships with internal and external stakeholders, including CARICOM Member States, regional institutions, development partners and donor agencies.

- Engage with international, regional and national maritime authorities, Coast Guards, Defense Forces, Customs Administrations, Police Services, Port Authorities, Fisheries Authorities, Divisions, and other relevant stakeholders.

- Coordinate consultations and attend meetings, workshops, technical meetings, and working groups under the ToL Project.

- Serve as a principal point of contact for the project, providing timely updates and addressing stakeholder concerns.

- 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.

D. General

- Conduct periodic project performance reviews, documenting lessons learned, good practices and recommendations to improve project implementation and future planning.

- Contribute to financial reports, expenditure updates, audit documentation and donor financial reporting requirements.

- Prepare and submit timely project progress reports, presentations, performance assessments, management briefs and donor reports, highlighting achievements, challenges and recommended corrective actions, as required.

- Oversee 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 Project Management, Business Administration, Management, Public Administration, International Relations or any other related field from a recognized University or Institution.

- Bachelor's Degree in Social Sciences or any other related field from a recognized University or Institution.

- Project management qualification evidenced by professional certification such as Project Management Professional (PMP), Certified Project Manager (CPM) and/or any equivalent combination of experience and training.

- At least five (5) years of progressively responsible professional experience in project management and programme coordination.

- Demonstrated experience in project planning, implementation, financial oversight, risk management, monitoring and reporting.

- Experience managing multidisciplinary project teams and coordinating activities involving multiple stakeholders.

- Experience in preparing project budgets, workplans, progress reports and donor-funded project documentation.

- Experience managing projects within regional or international organizations, public-sector institutions or development agencies.

- 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 gather, analyse and evaluate facts and to prepare and present concise oral and written reports

- 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.

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.