



JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the below mentioned post for the Eleventh European Development Fund (11th EDF) Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime.

FINANCIAL CRIMES AND ASSET RECOVERY SPECIALIST, IMPACS 11TH EDF PROJECT

OBJECTIVES OF THE PROGRAMME

The core objectives of the 11th EDF Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime are as follows:

- **Asset Recovery** - to build the CARIFORUM region's capacity in investigating and prosecuting crime and criminal activities to enable confiscation and seizure of the proceeds of crime in order to dismantle criminal networks;
- **Cybercrime** - to enhance detection and investigation of cybercrimes in CARIFORUM Member States, in compliance with international standards.

DESCRIPTION OF ASSIGNMENT

The Financial Crimes and Asset Recovery Specialist, IMPACS 11th EDF Project has responsibility to lead the activities under the Asset Recovery component of the IMPACS-CARIFORUM Crime and Security Cooperation Programme. Specifically, he/she will provide technical oversight and lead the following activities which include; workshops and capacity building exercises aimed at establishing Asset Recovery Units (ARUs) and pursue regional

cooperation to improve the prosecution, confiscation and seizure of the proceeds of crime in dismantling criminal networks.

The Financial Crimes and Asset Recovery Specialist, IMPACS 11th EDF Project will report to the Programme Coordinator, IMPACS on the day to day operations of the project. He/she will work closely with the Legal Advisor, IMPACS and 11th EDF Project Officer and will also liaise with other internal technical and project staff members of IMPACS where required. He/she has responsibility to prepare reports which will be submitted to the Programme Coordinator, IMPACS.

He/she will also work with external stakeholders such as financial crime experts, Ministries responsible for National Security and Law Enforcement, Legal Affairs, Directors of Financial Intelligence Units and other Departments with responsibility for financial crimes and asset recovery, as well as with civil society organisations and the private sector if required.

SCOPE OF WORK

- Provides technical oversight and support to the Programmes and Projects Department on the implementation of the 11th EDF Asset Recovery project component activities;
- Conducts relevant research and analysis and prepares various agendas, meeting documents and reports to support the execution of project activities;
- Develops concept papers, background documents to support the design and development of Financial Crimes/Asset Recovery project activities;
- Oversees the liaison with the Asset Recovery Informal Network-Caribbean (ARIN-CARIBE) Secretariat to coordinate the participation of Non-Organisation of Eastern Caribbean States (OECS)/Regional Security States (RSS) Member States to attend the ARIN-CARIBE Network's Annual General Meetings;
- Leads and coordinates a workshop towards implementation of the **Agreement for the Return and Sharing of Recovered Assets** within Member States;
- Coordinates the development of the Protocol for the sharing of assets, the formal steps of seizure, storage and quantification of assets and sharing of expenses;
- Provides support and technical oversight to the consultant who will undertake the development of dedicated Asset Recovery Units (ARUs) in Member States which include:
 - technical assistance for the ARUs of CARIFORUM Member States; and
 - the design and delivery of training courses in financial crimes and asset forfeiture targeted to regional practitioners such as investigators, auditors, analysts, attorneys, and law enforcement personnel.

- Designs and provide technical oversight for delivery of training to judicial officers towards enhancement of prosecution and judgments that facilitate asset recovery in the Region which include:
 - the development of curricula; and
 - the delivery of gender inclusive training/workshops in CARIFORUM Member States on prosecutions of financial crimes in relation to asset recovery;
- Collaborates with the 11th EDF Project Officer with respect to communications to ensure outreach and visibility (C&V) activities as outlined in the C&V Plan.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Social Sciences with focus in Criminology, Law Enforcement, Financial Crimes, or Asset Recovery, Accounting or Finance, Law, International Relations, or related field;
- Postgraduate qualification in International Relations, Security or related field from a recognized university will be an asset;
- Training and experience in the field of security which may include as a Law Enforcement Officer, Financial Crimes or Asset Recovery Analyst or Specialist including policy and regulatory framework security
- Experience with drafting security policies/regulations/protocols will be an asset;
- Proficiency in the Microsoft Office Suite;
- Ability to establish and maintain effective working relationships with superiors, fellow workers, internal/external clients and vendor representatives;
- Ability to communicate effectively and professionally, both verbally and in writing.
- Ability to maintain a high level of confidentiality.
- Ability to multi-task and handle a high volume of work and function in a dynamic fast paced environment;
- Ability to work well independently and collaboratively;
- Ability to think strategically;
- Excellent analytical and problem-solving skills;

LOCATION

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

START DATE

Proposed start date: 1 June 2019

SUBMISSION OF APPLICATIONS

All applications are to be received by CARICOM IMPACS no later than **20 FEBRUARY 2019** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: careers@carimpacs.org ; or
- Mail: The Executive Director (Ag.) PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted



JOB OPPORTUNITY

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CYBERCRIME POLICY SPECIALIST, IMPACS 11TH EDF PROJECT

OBJECTIVES OF THE PROGRAMME

The core objectives of the 11th EDF Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime are as follows:

- **Asset Recovery** - to build the CARIFORUM region's capacity in investigating and prosecuting crime and criminal activities to enable confiscation and seizure of the proceeds of crime in order to dismantle criminal networks;
- **Cybercrime** - to enhance detection and investigation of cybercrimes in CARIFORUM Member States, in compliance with international standards.

DESCRIPTION OF ASSIGNMENT

The Cybercrime Policy Specialist, IMPACS 11th EDF Project has responsibility to lead all project related activities under the Cybercrime and Cybersecurity components of the IMPACS CARIFORUM Crime and Security Cooperation Programme. Provide anti-cybercrime and cybersecurity policy and legislative expertise for the establishment of a regional guidance framework. He/she will provide support to the desk review of existing cyber legislative and policy frameworks in view of regional and international standards. Based on the review outcomes, the Cybercrime Policy Specialist, IMPACS 11th EDF Project will support the consultant who will

develop a regional cybercrime policy and legislative guidance document to direct the establishment of harmonised policy and legislation within Member States in keeping with the objectives of the CARICOM Cybersecurity and Cybercrime Strategy. He/she will also actively participate in consultations with regional stakeholders in order to finalise the framework. The Cybercrime Policy Specialist IMPACS 11th EDF Project will also play a major role in preventing, investigating and prosecuting cybercrimes and improving cyber security.

The Cybercrime Policy Specialist, IMPACS 11th EDF Project will report to the Programme Coordinator, IMPACS on the day to day operations of the project. He/she will also liaise with the Information Communication Technology (ICT) Manager and other internal technical and project staff members of IMPACS where required. The Cybercrime Policy Specialist, IMPACS 11th EDF Project has a responsibility to prepare reports which will be submitted to the Programme Coordinator, IMPACS as required/specified.

The Cybercrime Policy Specialist, IMPACS 11th EDF Project will also work with external stakeholders such as Ministries responsible for National Security and Law Enforcement and those Ministries with responsibility for cyber security and cybercrime, as well as with civil society organisations and the private sector when required.

SCOPE OF WORK

- Provides technical advice, input and support to the Programmes and Projects Department on the implementation of the 11th EDF Cybercrime and Cybersecurity project component activities.
- Conducts relevant research and analysis and prepares various reports to support the execution of project activities.
- Develops concept papers, background documents to support the design and development of Cybercrime and Cybersecurity project activities.
- Provides technical support to the consultant selected to conduct a desk review of existing cyber policies, strategies and legislation which will require:
 - an analysis of national and regional cybersecurity systems and critical infrastructure including identifying strengths and weaknesses;
 - determining regional and international standards, as prescribed in the Budapest Convention, which are required to be met;
 - identifying actions required by Member States for reducing gaps and strengthening cybersecurity;
 - identifying areas for harmonisation of policies and legislation within national frameworks.
- Provides technical support to the consultant selected to develop a regional cybercrime policy and legislative guidance document from the findings of the desk review which will:

- direct the establishment of harmonised policy and legislation within Member States in keeping with the objectives of the CARICOM Cyber Security and Cybercrime Action Plan (CCSCAP);
 - provide guidance to ministers and parliamentarians in the development or amendment of national cybercrime/cybersecurity legislation as the basis for the enforcement of cyber law by judges, prosecutors, law enforcement personnel and investigators;
 - harmonise frameworks amongst Member States to reduce the opportunities for criminal elements who take advantage of weaknesses within national and regional systems in perpetrating borderless cybercrimes;
 - explore gender specific policy to mitigate the exposure and impact of cybercrime on women and children and incorporating areas of protection needed to address these vulnerabilities.
- Liaises with key stakeholders such as experts, IMPACS personnel and Member States to design and coordinate a regional stakeholder workshop for legal drafters and policy experts to receive feedback and finalise the cybercrime policy and legislative guidance document;
 - Provides support to regional awareness raising activities including:
 - technical advice to the 11th EDF Project Officer in developing a Communications Plan for awareness raising guided by the Cyber Security and Cybercrime Action Plan (CCSCAP);
 - participation and technical support for regional and in-country sessions targeting senior officials, ministers, parliamentarians, policy makers and the public to reduce the risk of cybercrimes and implement mechanisms to enhance cybersecurity in advancement of the Cyber Security and Cybercrime Action Plan (CCSCAP);
 - general advice to the 11th EDF Project Officer on the development of print and electronic media and paper-based surveys pre and post implementation of public awareness activities.
 - Coordinates activities geared to improving regional and international cooperation and collaboration for enhanced incident response, cybercrime investigation and capacity building for CARICOM IMPACS [as the lead implementing agency of the Cyber Security and Cybercrime Action Plan (CCSCAP)].

This will require the Specialist to:

- attend and participate in meetings of the Regional Cyber Committee (RCC), Cyber Security and Cybercrime Action Plan (CCSCAP) and Coordination and Oversight Committee (COC), to determine the operation of the response mechanism;
- develop a regional cooperation agreement amongst regional agencies for the pooling and sharing of technical resources to combat cybercrime;
- develop a profile for the staff skill set required and Standard Operating Procedures (SOPs) for a Regional Capacity Centre for Cyber Security and Incident Response at the CARICOM IMPACS Regional Intelligence Fusion Centre (CARICOM IMPACS - RIFC).

- Participates in discussions with training institutions in the design and delivery of curricula for targeted trainings on cybercrime and cyber security for law enforcement and judiciary professionals
- Provides general advice where needed and participate in the delivery of national and regional cyber security/cybercrime training workshops led by a Cyber Security Consultant;
- Supports the design and delivery of cybercrime training for the Regional Intelligence Fusion Centre (RIFC) and National Intelligence Points of Contacts in Member States;
- Collaborates with the 11th EDF Project Officer to ensure implementation of Communications and Visibility (C&V) activities as outlined in the C&V Plan;

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Law, International Relations, Intelligence Studies, Computer Science, Cyber Security or related field;
- Postgraduate qualification in International Relations, Security or related field from a recognized University or field related experience/training will be an asset;
- Training in the field of security and/or regional expertise on cybercrime/cybersecurity operations including the evolving policy and regulatory framework;
- Experience with drafting security policies/regulations/protocols will be an asset;
- Experience with conducting surveys, collecting, analyzing and interpreting qualitative and quantitative data from multiple sources;
- Proficiency in the Microsoft Office Suite;
- Ability to establish and maintain effective working relationships with superiors, fellow workers, internal/external clients and vendor representatives;
- Ability to communicate effectively and professionally, both verbally and in writing;
- Ability to maintain a high level of confidentiality;
- Ability to multi-task, handle a high volume of work and function in a dynamic fast paced environment;
- Ability to work well both independently and collaboratively;
- Ability to think strategically;

- Excellent analytical and problem-solving skills;

LOCATION

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

START DATE

Proposed start date: 1 July 2019

SUBMISSION OF APPLICATIONS

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PROJECT OFFICER, IMPACS 11TH EDF PROJECT

OBJECTIVES OF THE PROGRAMME

The core objectives of the 11th EDF Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime are as follows:

- **Asset Recovery** - to build the CARIFORUM region's capacity in investigating and prosecuting crime and criminal activities to enable confiscation and seizure of the proceeds of crime in order to dismantle criminal networks;
- **Cybercrime** - to enhance detection and investigation of cybercrimes in CARIFORUM Member States, in compliance with international standards.

DESCRIPTION OF ASSIGNMENT

The Project Officer, IMPACS 11th EDF Project will execute and implement all project activities in addition to providing technical support and advice to the Programme Coordinator IMPACS as required and is to ensure the appropriate level of visibility on all project activities; and provide updates as required.

The Project Officer, IMPACS 11th EDF Project will report directly to the Programme Coordinator, IMPACS on the day to day operations of the project. He/she will liaise with internal technical staff members of IMPACS where required on the individual components of the project.

The Project Officer, IMPACS 11th EDF Project has a responsibility to prepare the reports which will be submitted to the Programme Coordinator IMPACS.

The Project Officer, IMPACS 11th EDF Project guided by the Programme Coordinator, IMPACS will work with external stakeholders such as Ministries responsible for National Security and Law Enforcement and those Ministries responsible for targeting asset recoveries and cybercrimes, consultants and if required with civil society organisations and the private sector. He/ she will also be required to seek feedback and advice from the European Union (EU) office as may be required.

SCOPE OF WORK

1. Project planning, implementation, coordination, monitoring and evaluation

- Plans and implements project activities in consultation with internal stakeholders, including but not limited to: -
 - scheduling projects timelines and milestones;
 - identifying resource requirements; and
 - developing mechanisms or tools to track the projects' progress.
- Initiates, coordinates and attends meetings and workshops with project staff and stakeholders to achieve project objectives;
- Makes recommendations for activities and consultations to support the successful outcomes of the project;
- Gathers feedback from the various stakeholders;
- Provides project related information, analyses, data and research;
- Liaises with the donor Agency in order to ensure fulfilment of contractual obligations.

2. Project document development

- Prepares work plans to achieve desired project outcomes in a timely manner;
- Prepares quarterly reports, status updates, summaries and analyses as requested internally, by the EU and other stakeholders;
- Prepares and submits mid-term, ad hoc and final project reports;
- Develops project documents necessary for meetings, briefs, discussions and presentations.

3. Procurement, Finance and Administration

- Prepares and revises budget estimates as required;

- Prepares tender documents including contracts in accordance with EU rules and regulations;
- Coordinates the Tender Clarification, Opening and Evaluation Meetings including the preparation of meeting documentation and development or review of reports in accordance with EU rules and regulations;
- Ensures payments are made in accordance with EU rules and procedures and in a timely manner and reviews related project documents;
- Liaises with stakeholders including service providers, if needed, to ensure technical and contractual obligations are met and issues are resolved;
- Ensures project equipment and activities are delivered in timely manner and within budget.

4. Strategic partnerships and resource mobilization

- Provides support to the Programme Coordinator, IMPACS to establish strategic partnerships with regional and international stakeholders including government institutions, ministries, experts, practitioners, civil society, donor agencies, private sector and service providers and ensures regular consultation where needed;
- Participates in seminars involving various stakeholders and contributes to discussions on project updates where needed;
- Identifies opportunities for new and/or synergized projects and possible areas of collaboration.

5. Initiates implementation of communication and visibility (C&V) activities as outlined in the C&V Plan;

6. Undertakes 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

- Bachelor's Degree in Social Sciences, such as Management, Finance, Project Management or related field from a recognized university;
- Postgraduate qualification in Social Sciences, such as Management, Finance, Project Management or related field from a recognized university;
- Project management qualification evidenced by professional certification and/or any equivalent combination of experience and training;
- At least five (5) years' experience in project management;

- Extensive knowledge of Microsoft Office Suite particularly MS Project, as evidenced by certification;
- Considerable experience in the use of project management tools such as logical frameworks;
- Considerable knowledge of procurement procedures including the EU's procedure will be an asset;
- Some knowledge and/or training in the field of regional security would be an asset;
- Excellent written, verbal communications and presentation skills;
- Excellent analytical and problem-solving skills;
- Ability to establish and maintain good working relationships;
- Ability to work well independently and collaboratively;
- Ability to conceptualize and execute project activities in a dynamic and challenging environment;
- Ability to multi-task and handle a high volume of work and function in a high-pressured environment;
- Ability to maintain a high level of confidentiality.

LOCATION

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

START DATE

Proposed start date: 1 May 2019

SUBMISSION OF APPLICATIONS

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ADMINISTRATIVE ASSISTANT, IMPACS 11TH EDF PROJECT

OBJECTIVES OF THE PROGRAMME

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DESCRIPTION OF ASSIGNMENT

The Administrative Assistant will provide administrative support to the 11th EDF Programme and related work of the project. Such duties will include preparing reports, scheduling meetings, drafting correspondence, making official travel arrangements and organizing files related to the project.

SCOPE OF WORK

- Prepares and photocopies reports, project documentation, correspondence meeting agendas, documents, presentations etc.;
- Assists in formatting, editing and proofreading project documents, tender documents and contracts as may be required;
- Opens, sorts, records and distributes all incoming correspondence and fax messages and processes outgoing mail;
- Schedules meetings/conference calls and arranges the conference venues, meeting rooms, accommodation, transportation, room set-up and catering;
- Makes official travel arrangements and submits documents to support related payments;
- Arranges distribution of per diems, collects boarding passes and follows-up with meeting participants for outstanding documentation;
- Prepares and ensures the completion of meeting/workshop registration forms, attendance sheets and per diem collection registers;
- Establishes, maintains and/or improves manual and electronic filing systems for all project documentation;
- Assists with the tendering process which includes:
 - preparing the tender boxes and notices;
 - submitting registers;
 - preparing and copying of meeting documents and reports in accordance with EU rules and regulations;
 - providing administrative support to the Tender Clarification, Opening and Evaluation Meetings.
- Attends meetings, compiles and dispatches meeting reports and minutes;
- Maintains a register of suppliers/contractors and/or consultants of goods and services related to the project;
- Requests quotations from potential suppliers and performs price analysis;
- Orders office supplies and maintains office supplies inventory and is accountable for administrative stores of the project;
- Ensures the correct processes are followed in the application of administrative duties;

- Assists and guides the correct processes in the application and granting of contracts to various suppliers in accordance with EU rules and regulations;
- Verifies invoices, prepares payment requests and travel requisition forms, keeps statements of account and follows up with the incumbents;
- Ensures all goods and services are received in accordance with terms and conditions to be submitted for payment;
- Establishes and maintains a schedule with meeting/workshop dates, and sends event reminders;
- Maintains a schedule of vacation dates for the project staff;
- Manages telephone calls and emails related to the work of the Project Unit;
- Responds to general requests for information or inquiries made by internal and external stakeholders;
- Monitors the income and expenditure of the project;
- Updates 11th EDF Work Plan as required periodically and tracks project milestones;
- Maintains a fixed asset register for the project;
- Monitors and reports faults or schedules the service or maintenance of office equipment (fax machines, photocopiers, scan printers) assigned to the project;
- Assists in implementing communication and visibility (C&V) activities as outlined in the C&V Plan;
- Undertakes 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

- Bachelor's Degree in Social Sciences, or related field from a recognized University and/or any equivalent combination of experience and training;
- At least of three (3) years' work experience in providing administrative support;
- Extensive knowledge of Microsoft Office Suite evidenced by certification;
- Some experience and/or training in a procurement environment will be an asset;
- Some experience and/or training in a project environment will be an asset;

- Excellent written and verbal communications skills;
- Excellent phone etiquette and professional demeanor;
- Ability to use initiative;
- Ability to multi-task and handle a high volume of work and function in a high-pressured environment;
- Ability to work well independently and collaboratively;
- Ability to maintain a high level of confidentiality.

LOCATION

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

START DATE

Proposed start date: 1 May 2019

SUBMISSION OF APPLICATIONS

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