

POSITION DESCRIPTION

MANAGER – TECHNICAL PROGRAMMES

REPORTING TO: THE EXECUTIVE DIRECTOR

LOCATION: HEAD OFFICE, BARBADOS

SUMMARY OF RESPONSIBILITIES

Reporting to the Executive Director, the **Manager – Technical Programmes** will oversee the implementation of all technical programmes and projects executed by the Agency focussed on building competitive private sector firms (manufacturers and service providers) across the region in accordance with the Agency's strategic plan. This includes, but not - limited to, the Regional Private Sector Development Programme (RPSDP) being implemented with support of the European Union; and all donor funded, and counterpart funded programmes of the Agency. These programmes focus on supporting the promotion of exports from the regional private sector, the adoption of digital and innovative business practices, green and sustainable business practices, improved access to finance and the attraction of foreign direct investment. The Manager will focus on trade and market intelligence as a critical element in the facilitation of the regional private sector to achieve market penetration and investment attraction in partner countries. In addition, the candidate will focus on engaging in trade advocacy in coordination with the relevant bodies charged with this mandate to foster a cohesive approach to enhancing private sector development, trade expansion and investment attraction.

The Manager is expected to effectively manage the Agency's grant funding programmes to ensure effective and transparent disbursement of grant funding. He/she will also have technical oversight and manage the team charged with the implementation of the annual Caribbean Investment Forum (CIF) which is flagship event for the Agency.

Finally, the Manager is expected to build and sustain meaningful partnerships and contribute significantly to the Agency's resource mobilization efforts. This will be done through development of funding proposals for submission to donors within the strategic areas under the Agency's strategic plan.

KEY RESPONSIBILITIES

- Provide policy development, strategic planning, coordination and technical support towards the Agency's overall strategic direction.
- Effectively manage the implementation of the RPSDP and all other donor funded projects of the Agency including developing and executing an annual work plan, budget management, monitoring of results and reporting.
- Assist firms in their digital business and green economy transition through the provision of technical capacity building and grant funding programmes.
- Target firms across different phases of their lifecycle and support investments in digitalization, e-commerce adoption, technological development, innovation, technology transfer and the cross-border expansion of business activities through digital business.
- Develop initiatives that seek to provide better access to finance (traditional and non-traditional) to the private sector including technical capacity building programmes.
- Effectively manage the Agency's grant funding programmes to ensure efficient and transparent disbursement of grant funds.
- Provide lead technical support to the Agency's resource mobilization efforts by contributing to the development of technical project proposals.
- Develop, design and facilitate export promotion activities designed to expand the market reach of regional goods and services.
- Effectively manage the Agency's investment promotion activities as well its relationships with investment promotion agencies (IPAs) from inside and outside the region.
- Act as the Agency's point of contact for export/trade development and trade policy issues.
- Heavily contribute towards the technical direction of the Agency's strategic plan.
- Ideate new initiatives, activities and interventions that seek to fulfil the Agency's strategic plan.
- Give oversight and direction to the development of market intelligence tools and their dissemination to the Agency's clients.
- Understanding the various regional trade agreements including the EU-CARIFORUM Economic Partnership Agreement (EPA) to ensure that CARIFORUM exporters are appropriately made aware of potential opportunities.
- Develop partnerships with various enablers, such as BSOs, IPAs, trade associations, accelerators, incubators and business development centres across the region to provide enterprises with a range of services to help improve their competitiveness.
- Lead the execution of Agency's conferences and events including the annual Caribbean Investment Forum.

- Ensure staff are effectively and appropriately assigned so that their developmental needs/goals as well as the Agency's overall objectives are met.
- Define performance expectations/developing objectives for staff members and monitor performance.
- Develop personal performance objectives.

CORE COMPETENCIES

a. Strategic Leadership

- i. Must be able to plan, discover and reflect to better drive decisions and efficient implementation of programmes.
- ii. Ensures that business goals are met by executing monitoring and adjusting the programmes' action plans, as required.

b. Systemic and Critical Thinking

- iii. Must be able to see the bigger picture, have a broad organisational perspective and identify patterns in relationships and processes with other stakeholders and development partners
- iv. Must have a sound commitment, willingness and ability to learn in order to broaden individual perspective and organisational views, as well as to enhance opportunities for advancement
- v. Must have the ability to adapt to uncertainty and turbulence in the world of work, and to be resourceful in the face of change

c. Drive for Results

- i. Demonstrate willingness to put in extra effort to achieve results
- ii. Must be accountable for own decisions, work, and results to ensure the effectiveness of the Department and ultimately, the Agency

d. Partnership Building and Outreach

- i. Must demonstrate the ability to collaborate with others, including those with different communication styles, personalities, and backgrounds
- ii. Forge new partnerships to generate additional resources to support private sector development in the Caribbean.

e. Openness and Transparency

- i. Maintain open and honest communication with all stakeholders, ensuring all processes and decisions are clearly documented and accessible.
- ii. Demonstrate exceptional integrity and ethical conduct, especially in managing the grant programme.
- iii. Provide comprehensive, accurate, and timely reports, ensuring all financial and operational details are fully accounted for and easily understood.

TRAVEL DEMANDS

- This position will require regular travel both regionally and extra-regionally.

EDUCATION/EXPERIENCE /SKILLS

Education

- A Post Graduate Degree in either Economics, International Trade, Business Management, Finance or related areas.

Experience and Skills

- At least ten (10) years' experience in private sector development/trade and investment promotion in the Caribbean region with at least five (5) years at a managerial level.
- Proven experience managing large scale projects and grant funding programmes.
- Strong project management background with a focus on international donor funded projects targeting private sector development.
- Robust understanding of the Caribbean region and the issues and opportunities that the private sector faces in bolstering their competitiveness including attracting investments.
- Proven experience in resource mobilization and market research.
- Working experience in the execution of large events.
- Knowledge of regional and international trade agreements, including but not limited to the CARIFORUM-EU EPA.
- Experience working with trade promotion organisations, investment promotion agencies (IPAs) and other business support organizations (BSOs).
- Ability to multi-task and manage competing priorities and stakeholder expectations.
- Proven relationship management skills.
- Experience in the area of mentoring/coaching firms.
- Must be computer literate (Microsoft Office Suite).
- Excellent communication skills (orally and written).

Additional Skills

- Fluent in English. Ability to communicate in French, Spanish or Dutch, highly desirable.
- Must be a CARIFORUM national
- Experience working with other development agencies is desirable
- Experience with EU rules and procedures is desirable