

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Political Officer
Level:	Technical Professional
Reporting to:	The Chief of Staff
Type of appointment:	Full time
Duration of appointment:	Two (2) Year (with a probationary period)

FUNCTIONS OF THE POSITION:

Under the general guidance of the Chief of Staff, the Political Officer provides substantive political, analytical and inter-governmental affairs support to the Office of the Secretary-General, including political analysis, strategic briefing, support to statutory and inter-governmental processes, mandate follow-up, and high-level political and diplomatic drafting, in alignment with the ACS Strategic Plan, relevant mandates of the Association and established institutional positions.

DUTIES AND RESPONSIBILITIES:

A. Political Analysis, and Strategic Advisory Support

- Monitor and, analyse political developments, regional dynamics, and international trends relevant to the Greater Caribbean and to the mandate of the ACS.
- Identify emerging political issues, risks and opportunities that may affect inter-governmental cooperation, ACS priorities or the Association's institutional positioning.
- Prepare political briefs, situational analyses, background notes, scenario assessments and early-warning inputs for the Chief of Staff, Secretary-General and senior management, as required.
- Provide analytical inputs to support decision-making on political, institutional and inter-governmental matters.
- Assess the potential political implications of relevant regional and international developments for the ACS and its Member States and Associate Members.
- Contribute political analysis to the preparation of high-level engagements, institutional positions and strategic initiative.
- Monitor and provide relevant information and political analysis on cross-cutting issues of importance to the Greater Caribbean and the work of the ACS, including, as appropriate, gender, youth, vulnerable groups, culture, education and sustainable development, with particular attention to their political, regional and inter-governmental implications.

- Contribute political analysis to the preparation of high-level engagements, institutional positions and strategic initiatives.

B. Inter-Governmental Affairs and Statutory Meetings Support

- Assist in the management and preparation of Ministerial Council meetings, Executive Board meetings, Intersessional Preparatory Meetings, Summits of Heads of State and Government (where applicable), and other official Inter-Governmental engagements.
- Support on preparation of substantive meeting documentation including concept notes, agendas, background documents, draft decisions, summary records, and meeting reports in accordance with ACS procedures and diplomatic standards.
- Drafting and coordination support for declarations, communiqués, ministerial decisions and official outcomes, including consolidation of inputs across Secretariat units.
- Support engagement and coordination with Member States, Associate Members, Observers, host governments and other governmental counterparts in connection with statutory meetings and specific inter-governmental processes, as requested by the Chief of Staff.
- Prepare substantive and political inputs, as required, to support official engagements with Member States, Associate Members, Observers and other governmental counterparts.
- Support the accurate recording of meeting outcomes and the timely follow-up of decisions, recommendations, resolutions, mandates and agreed actions.
- Maintain relevant records and decision-tracking tools to support continuity, institutional memory and follow-up across statutory and inter-governmental processes.

C. Mandates, Decisions and Institutional Follow-up

- Support the systematic tracking of decisions, recommendations, resolutions and mandates arising from ACS statutory and inter-governmental bodies.
- Maintain and update decision- and mandate-tracking tools and relevant institutional records to monitor implementation and follow-up.
- Gather and consolidate relevant information from across the Secretariat on the status of decisions and mandates, as required for institutional reporting and follow-up.
- Identify pending actions, emerging issues and matters requiring attention and bring them to the attention of the Chief of Staff, as appropriate.
- Prepare periodic implementation summaries and status updates for the Chief of Staff, Secretary-General and senior management, and for reporting to ACS statutory bodies, where required.
- Contribute to institutional memory and continuity by ensuring that relevant decisions, mandates, official outcomes and follow-up records are systematically maintained and accessible.

D. Political and Diplomatic Drafting.

- Draft and support the preparation of political and diplomatic official correspondence and documentation including notes verbales, talking points, speeches, statements and briefing notes for the Secretary-General and Chief of Staff, as required.
- Prepare political and strategic briefing materials for high-level meetings, missions and engagements.
- Support the preparation of Secretary-General reports and other high-level documents for statutory and inter-governmental bodies.
- Review politically sensitive or high-level documentation to ensure clarity, coherence, accuracy and consistency with established ACS positions and diplomatic practice.
- Support the consolidation and quality assurance of institutional inputs for political and inter-governmental documents.
- Ensure that documentation prepared within the scope of the position meets established institutional and diplomatic standards.

E. Strategic Support to the Office of Secretary-General

- Provide substantive political and inter-governmental support to the Chief of Staff on matters within the scope of the position.
- Support the preparation and follow-up of selected political, institutional or inter-governmental initiatives assigned by the Chief of Staff.
- Contribute political and analytical inputs to strategic issues under consideration by the Office of the Secretary-General.
- Support coordination of political and inter-governmental matters that require inputs from different areas of the Secretariat, without assuming responsibility for the substantive or programmatic functions of those areas.
- Perform other related substantive duties as assigned by the Chief of Staff, consistent with the scope, technical level and nature of the position.

QUALIFICATIONS AND EXPERIENCE

- Master's degree (or equivalent postgraduate qualification) in International Relations, Political Science, Diplomacy, Public Administration, International Politics, International Economics, Law, or a related field. In the absence of a Master's degree, relevant work experience will be evaluated and considered.
- Approximately 3 to 5 years of progressively responsible experience in political affairs, diplomacy, international relations, multilateral engagement, or related functions within a Governmental, regional or International organisation environment.
- Demonstrated experience in political analysis, advisory support, and drafting of official documentation for senior officials.
- Experience supporting the organisation and servicing of statutory, ministerial, or high-level Inter-Governmental meetings.

- Proven capacity to work with diverse stakeholders, including Member States, diplomatic missions, and international partner organisations.

COMPETENCIES:

- Strong political judgement, analytical capability and sound discretion in handling sensitive matters.
- Professionalism and integrity in a multicultural environment and ability manage competing priorities.
- Confidentiality and trustworthiness.
- Excellent organisational, planning and time management skills.
- Strong attention to detail and commitment to quality.
- Ability to work under pressure.
- Communication & Interpersonal skills.
- Demonstrated ability to use tracking tools and dashboards to monitor key metrics, action items, and implementation progress, and to produce accurate management reports.
- Excellent drafting skills with the ability to tailor written communication for different audiences and levels of seniority.
- Demonstrated ability to use decision-tracking tools and follow-up matrices for ministerial mandates and meeting outcomes, including periodic implementation status updates and action reminders as required.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and or Google Workspace applications.
- Calendar management and executive office workflow coordination.

SUPERVISORY RESPONSIBILITIES:

The incumbent may be required to assist in coordinating, managing, and overseeing the work of assigned support staff and, as required, provide guidance and support to interns, volunteers, consultants, and other temporary personnel assigned to the Office.

TRAVEL:

The incumbent may be required to travel in the course of his/her duties.

REMUNERATION PACKAGE:

- Monthly Remuneration: US\$3,100.00 (tax exempted);
- Group Health Insurance for the Professional and dependants (if applicable);
- Annual paid vacation entitlement of 25 working days (2.08 per month);
- Gratuity payment of fourteen (14) percent of annual salary, payable at the end of the contractual period.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;

2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names and contact information of three (3) referees.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

H.E. Noemí Espinoza Madrid
Secretary-General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And be submitted via the ACS' website www.acs-aec.org or by email to: hr@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the outcome of the selection process.