



## SHORT TERM JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) is seeking suitably qualified candidates for the below mentioned short term post to assist in the implementation of the project: **Capacity Building and Technical Support for National Points of Contact in CARICOM Member States on the Arms Trade Treaty (ATT) and the United Nations Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (UN PoA).**

### PROJECT RESEARCH ASSISTANT (Four Months)

#### **CARICOM IMPACS**

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) was established by the Twenty Seventh meeting of the Conference of Heads of Government in St. Kitts and Nevis July 2006. At this Meeting, the Heads of Government signed an Inter-Governmental Agreement establishing the Agency as a legal entity, and the implementation arm of a new Regional Architecture to manage CARICOM's action agenda on crime and security. The overall mission of CARICOM IMPACS is to increase the ability of the CARICOM Member States, individually and collectively, to control crime and to execute international counter crime and security initiatives.

CARICOM IMPACS also comprises two sub agencies: Joint Regional Communications Centre (JRCC) and the Regional Intelligence Fusion Centre (RIFC). IMPACS and its sub-agencies are specifically geared towards research, implementation, evaluation, monitoring and resource mobilization in its collective fight against serious crime and security threats in the Region. The JRCC acts for and on behalf of individual CARICOM Member States for the purpose of pre-screening passengers from air and sea carriers. It is the central hub for the Advance Passenger Information System (APIS) in the Region. It also acts as a conduit to ensure effective communication amongst Law Enforcement Agencies to enhance border control related activities.

The mission of the RIFC is to provide intelligence support to key stakeholders in an effort to deter, prevent and control crime within the Region. This Centre provides liaison coordination and resource assistance in the collection, storage, exchange or dissemination and analysis of sensitive information. The Centre also works closely with

the JRCC collects, analyzes and presents pertinent information on threat entities in CARICOM, to regional security agency personnel and other stakeholders.

Under the directives of and with reporting responsibility to the Council for National Security and Law Enforcement (CONSLE), IMPACS core functions include:

- advising CONSLE on appropriate regional responses to crime and security arrangements on the basis of research and analysis conducted by IMPACS;
- performing the role of executing agency for regional projects and strategies relating to matters of crime and security;
- providing a clearing house for relevant information in matters relating to crime and security;
- mobilizing resources in support of the regional crime and security agenda and negotiating technical assistance;
- disseminating information to Contracting Parties with respect to evolving regional and international trends in crime and security;
- collaborating and coordinating with national and international crime prevention and control agencies to determine trends, methodologies and strategies for crime prevention and enhancing security for CARICOM.

Significantly in 2013, the CARICOM Crime and Security Strategy which seeks to improve citizen security by creating a safe, just and free community, while simultaneously improving the economic viability of the region was approved by the Conference of Heads of Government of CARICOM. This very important document was piloted by IMPACS with the support of CARICOM Member States.

### **DESCRIPTION OF PROJECT**

The primary objective of the project is to strengthen the capacity of national points of contact (NPCs) in CARICOM Member States for implementation of the ATT and UN PoA and other related arms control instruments, through technical training programmes. The project will aim to:

- Enhance NPCs' understanding of effective small arms controls;
- Enhance the exchange of knowledge, good practices, expertise and lessons learned among Member States through their NPCs;
- Ensure that the NPCs have the capacity and skills to co-ordinate national activities to address SALW;
- Enhance the capabilities of NPCs to design, monitor and evaluate the impact of small arms control programs; and
- Build and maintain the capacity of NPCs to ensure effective and sustainable action to deal with the SALW problem in all its aspects at the national level.

### **DESCRIPTION OF ASSIGNMENT**

The Project Research Assistant will be required to coordinate the engagement and informing of CARICOM Member States of the project through the government agencies responsible for Arms Control issues (UN POA and ATT). The Project Research Assistant

will also be responsible for coordinating the engagement of the relevant partner agencies in framing the training package including the United Nations agency on the International Small Arms Control Standards (ISACS); the United Nations Office of Disarmament Affairs (UNODA) on international ammunition technical guidance, the International Criminal Police Organisation (INTERPOL) on the use of I-Arms and the Organisation of American States (OAS) on the implementation of CIFTA. He/she will also be responsible for coordinating the administration of training workshops for national points of contact on arms control instruments.

### **RESULTS TO BE ACHIEVED**

The results to be achieved by the Project Research Assistant are:

- i. Coordinate the development of the Training course for national point of contacts on small arms controls on areas including:-
  - Arms Trade in the Region
  - Knowledge and Understanding of International, Multilateral and Regional Arms Control Instruments;
  - Arms Control Policy Development, Monitoring and Evaluation;
  - Recent Developments in Arms Controls;
  - Role and Functions of NPC; and
  - UN Processes.
- ii. Coordinate the provision of training on SALW technical tools to CARICOM Member States NPCs. Tools include:-
  - The United Nations Institute for Disarmament Research International Small Arms Control Standards (ISACS)
  - INTERPOL Illicit Arms Records and tracing Management System (iARMS)
  - The United Nations Office for Disarmament Affairs (UNODA) International Ammunition Technical Guidance (IATG) and Arms Trade Treaty Implementation Toolkit

### **SCOPE OF WORK**

- i. **Coordinate the development of a comprehensive training programme on International, Multilateral and Regional Arms Control Instruments, Monitoring Tools and the roles and functions of National Points of Contact**
  - Conduct research into standards required for the control of arms and ammunition in CARICOM Member States as per the ATT and UN PoA obligations and identify areas of training suitable to the CARICOM Region;
  - Coordinate and attend meetings with partner organizations to develop and finalize the syllabus of training and identify appropriate facilitators to deliver course content;

- Develop and finalize training schedule and synchronize with other related regional training programmes, where possible;
  - Review and finalise the course materials and Agenda for training workshops.
- ii. Coordinate the administration of Training Workshops for National Points of contact on arms control instruments such as the ATT and UN POA**
- Develop Pre-Training Assessment and Post- Training Evaluation Forms and administer the collection of responses;
  - Organize and co-ordinate two (2) five (5) day training workshops one in a Northern CARICOM State and one in a Southern CARICOM State for national points of contact;
  - Develop a Summary Report of the training workshops outlining the purpose and objectives of the workshop and identifying key successes, challenges and recommendations for continued follow-up.
- iii. Undertake other duties, which may arise or as may be delegated from time to time, appropriate to the grade of the post.**

#### **QUALIFICATIONS, EXPERIENCE AND SKILLS PROFILE**

The education, experience and skills required are as follows: -

##### **Education and Experience**

- Minimum Bachelor of Science Degree in a social science or related field;
- Masters of Science Degree in a social science or related field will be an asset;
- Academic and/or work related experience in the field of research;
- Experience in the use of research techniques and tools;
- Knowledge and experience of arms control;
- Experience in the preparation of research related materials and reports;
- Relevant experience in coordinating meetings/workshops.

##### **Skills**

- Proficiency in using computer applications software, including presentation, spreadsheet, word processing, and project management tools;
- Ability to work with strict deadlines and follow stringent reporting standards;
- Excellent interpersonal and communication skills and the ability to work as part of a project team;
- Strong analytical, problem solving and organizational skills;
- Sound judgment, professionalism and a strong sense of responsibility;
- Ability to work in a multicultural environment;
- Understanding of the global Arms Trade Treaty, the UN PoA and other related arms control instruments will be an asset;
- Understanding of CARICOM's law enforcement and security environment will be an asset.

### **LOCATION OF ASSIGNMENT**

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

### **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS **no later than AUGUST 19, 2016** and **must include nationality**, work experience, educational qualifications, summary of professional skills, the names and contact information of three (3) references (at least two of whom are familiar with your work or education), and other relevant information via email:

- [careers@carimpacs.org](mailto:careers@carimpacs.org)

**We will like to thank all candidates who apply, however, you are asked to note that ONLY shortlisted candidates will be contacted.**