

## S A V I N G R A M

**NO. 87/2024**

**FROM:** Director General

**TO:** Minister for Foreign Affairs Antigua and Barbuda  
Minister for Foreign Affairs Dominica  
Minister for Foreign Affairs Grenada  
Premier Montserrat  
Minister for Foreign Affairs Saint Kitts and Nevis  
Minister for External Affairs Saint Lucia  
Minister for Foreign Affairs Saint Vincent and the Grenadines  
Premier British Virgin Islands  
Premier Anguilla  
President Executive Council of the Territorial  
Collectivity of Martinique  
President Regional Council of Guadeloupe

**COPIED TO:** **OECS Commissioners**  
**Ministers of Education**  
**Permanent Secretaries, Ministries of Education**  
**Chief Education Officers/Directors of Education**  
**OECS Government Information and Broadcasting Services**

**File No.**

**Date: 24<sup>th</sup> June 2024**

### **Vacancy Notice: Project Manager – OECS Skills & Innovation Project**

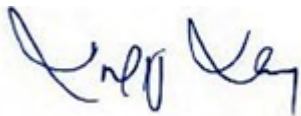
1. The Organisation of Eastern Caribbean States (OECS) is pleased to transmit the following for the kind attention and information of Member States.
2. The OECS is seeking potential candidates for the role of **Project Manager** for the **OECS Skills and Innovation Project**.

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3. The vacancy notice for the Project Manager position was published on **20<sup>th</sup> June 2024**. The deadline for applications is **19<sup>th</sup> July 2024**. Citizens of OECS Member States are especially encouraged to apply. The members of the Council of Ministers: Education are requested to promote this opportunity and urge qualified individuals within their Member States to apply. Applications should be submitted through the system linked [here](#). The selection criteria are as follows:
- (a) A post-graduate degree (Masters level or higher) in Project Management.
  - (b) A graduate certificate or higher in TVET, Higher Education, Digital Education, or other related fields.
  - (c) Thorough understanding of the issues, trends, and advances in education across Member States and the Eastern Caribbean.
  - (d) At least seven (7) years' experience in project management and reporting.
  - (e) Proven capacity to work with and establish working relationships with medium to high-level government and non-government representatives.
  - (f) Excellent oral and written communication skills in English.
  - (g) Ability to work as a member of a multi-disciplinary and multi-cultural team.
  - (h) Ability to take initiative and to work with minimum supervision.
  - (i) Experience with multi-country and multi-donor projects.
  - (j) Proficiency in Microsoft Suite of programmes (including Microsoft Project, MS Excel, Word) and database programs.
4. We kindly request the support of the Minister of Education's office in each OECS Member State to disseminate the vacancy notice by publishing it in their respective Government Gazettes. We also seek cooperation from the Government Information and Broadcasting Services in each Member State to publish the vacancy notice on their official Government websites.

The OECS aims to ensure an equitable distribution of opportunities among citizens of its Member States when appointing staff to the OECS Commission. We appreciate your support in identifying competent and qualified candidates with a positive work record from your country for this position.



for DIRECTOR GENERAL

