



Co-operative Republic of Guyana

MINISTRY OF AGRICULTURE

Guyana Coastal Adaptation and Resilience Project (CAREs)

VACANCY- PROJECT COORDINATOR

Background

The Co-operative Government of Guyana (GoG) is implementing the Guyana Coastal Adaptation and Resilience Project (hereafter 'the project') with US\$45 million from the Guyana REDD+ Investment Fund (GRIF), with the World Bank serving as the implementing partner. The project seeks to enhance climate adaptation and reduce flood risk in urban, semi-urban and rural areas in the coastal plain of Guyana. The project supports the GoG in improving the resilience against flooding in coastal Regions 4, 5, 6 and parts of Region 3.

The project development objective is to enhance climate adaptation and reduce flood risk in urban and rural areas in the coastal plain of Guyana.

The Project Coordinator shall be responsible for:

- I. Collaborating with the CEO of NDIA and other NDIA Staff; and participating, coordinating and leading the CAREs team, working with and supporting World Bank Missions;
- II. ensuring that all provisions of the CAREs are satisfied and coordinating with the CEO, NDIA /Permanent Secretary on all administrative matters for the use of common resources between the projects under the NDIA;
- III. receiving and issuing all correspondence to all project stakeholders;
- IV. maintaining employee records and monitoring the use of fixed assets;
- V. planning, scheduling and coordinating project activities;
- VI. providing guidance to ensure that all steps in financial management, procurement and social and environmental safeguards are followed;
- VII. supervising the PIU staff and reviewing and authorising all project reports before submission to the Project Coordination Committee (PCC) for validation;
- VIII. developing and implementing procedures for collecting and analysing information from the various agencies involved in the Projects periodically to allow monitoring Project benchmarks and overall evaluation of results and report on execution progress;
- IX. preparing and submitting Monitoring & Evaluation (M&E) reports and annual work plans; preparing Terms of Reference for consultancies and supervision;
- X. coordinating the preparation of bidding documents, and the evaluation of proposals and bids; promoting coordination, communication and integration among various agencies and beneficiaries;
- XI. liaising with the Bank and other Government agencies;
- XII. collaborating with the relevant agencies (NDIA, CDC, Sea and River Defense Division, EPA, Hydromet Office and MoPI) to ensure all component activities are effectively coordinated; Undertaking any other duties and responsibilities that may, from time to time, be reasonably requested by the Permanent Secretary/ CEO, NDIA.

The detailed Terms of Reference (TOR) for the services can be obtained at the address given below.

Applications with detailed Curriculum Vitae should be submitted no later than 16:00hrs on Monday, October 14, 2024 at the address below or via email. Applications should be clearly marked PROJECT COORDINATOR on the envelope or the email subject.

Address (1)

Attn: Ms. Camanee Narine,
Senior Procurement Officer,
Ministry of Agriculture
Procurement Department
Regent Street, Georgetown, Guyana
Tel: (592) 225-5005
E-mail: cnarine20@gmail.com