

VACANCY
Guyana Chest Society
Project Officer – Tobacco Control

BACKGROUND

The Heart Foundation of Jamaica (for The Jamaica Coalition for Tobacco Control), with its three partners the Heart & Stroke Foundation of Barbados (HSFB), the Trinidad & Tobago Cancer Society and the Guyana Chest Society has recently received a grant from the Bloomberg Global Initiative. The two year funding programme is in order to ensure the implementation of rotating picture-based package warnings on all tobacco products sold in CARICOM (Caribbean Community) countries.

The Guyana Chest society was established on June 12, 1921. As a non-profit organisation and a member of the International Union against Tuberculosis and Lung Diseases. . The society is involved in prevention and rehabilitation programmes for Lung disease especially Tuberculosis.

The Bloomberg project's primary objective is to achieve a strong CARICOM cigarette labelling standard, which is currently being updated and circulated for comment throughout the Caribbean and to ensure implementation of the standard or equally strong requirements in four target countries: Barbados, Guyana, Jamaica, and Trinidad & Tobago. This includes liaising with the ministries of Health and Bureaus of Standards in the target countries

Project strategies will include lobbying of national politicians, raising awareness among key decision makers and community leaders, and mobilizing and informing strategic sectors of the public, including the media, in support of the warnings.

Project Title	"Introducing a Picture-Based Health Warning System on Cigarette Packages in the Caribbean"
Job Title	Project Officer – Tobacco Control
Job Purpose	The key purpose of this role is to assist in all aspects of the project at a country level, including co-ordination and completion of key deliverables. The Project Officer will perform a variety of tasks including setting deadlines, preparing work plans, managing budget allocations and monitoring and summarising progress of the project.
Working relationship	The Project Officer will report to the Chief Executive Officer of the Heart & Stroke Foundation of Barbados. In addition he/she will have a dotted line of reporting to the Project Manager based at the Heart Foundation of Jamaica, with respect to their work plan and implementation. The Project Officer will as well work closely with the Communications Officer also based at the Heart Foundation of Jamaica.
Duration	2 years
Proposed Start Date	July 1, 2008
Salary	This is a locally hired post. Remuneration will be considered on job experience and qualifications.
Duty Station	Guyana Chest Society, GPHC, Middle Street, Georgetown, Guyana

Roles and Responsibilities

- In collaboration with Chairman of Guyana Chest Society, assist in project planning and detailed country work plans in order to accomplish project goals
- Manage country budget allocation with regular updates to Project Manager
- Lobby civil society, government agencies and other stakeholders in order to advocate for inclusion of picture-based package warnings on tobacco products
- Contribute to regular written progress reports sent to the Project Director, and to the stakeholders as required
- Oversee planning and training sessions for project partners and stakeholders
- Contribute towards developing an effective regional team
- As a member of the Guyana Chest Society executive committee is expected to play an active role in supporting the goals of Guyana Chest Society.

Required Skills and Experience

- Excellent communication, verbal and written skills
- Excellent interpersonal and team building skills
- Sound knowledge of Project Management techniques and operations
- Experience working effectively with NGO coalitions or partnerships
- Excellent information and technology skills
- Ability to present information and data in formats for a wide range of audiences.
- Self reliant, pro-active, able to take responsibility for areas of work and display initiative in solving problems.

Other Desirable Skills

Understanding of political institutions and mechanisms (particularly in international tobacco control)

Knowledge of health related issues regarding smoking

Public speaking skills

Facilitation skills