



## **JOB OPENING** **TERMS AND CONDITIONS**

**JOB OPENING CODE: SP-SELA-C-001-2023**

**POSITION: AREA COORDINATOR**  
**AREA: DIGITALISATION AND INFRASTRUCTURE**

### **BACKGROUND**

The Permanent Secretariat of the Latin American and Caribbean Economic System is an international organisation with legal personality, in accordance with the provisions of Article 2 of the Panama Convention Establishing the Latin American Economic System. It also enjoys the privileges and immunities recognised by the Headquarters Agreement signed with the Bolivarian Republic of Venezuela on 27 May 1978.

The objectives of the Latin American and Caribbean Economic System SELA are, among others, to promote regional cooperation in order to achieve an integrated, self-sustained and independent development, as well as to support the integration processes of the region and encourage coordination among them, or with Member States of SELA, particularly with respect to those activities aimed at promoting greater harmonization, duly respecting the commitments made within the framework of such processes; to promote the formulation and implementation of economic and social programmes and projects of interest to the Member States; to act as a mechanism for consultation and coordination within Latin American for the purpose of formulation common position and strategies on economic and social matters before third countries, groups of countries and in international organizations and forums; to promote within the context of the objectives of SELA relating to intra-regional cooperation means to ensure preferential treatment for the relatively less developed countries and special measures for countries with limited markets and for those whose landlocked condition affects their development, taking into account the economic situation of each of the Member States.

According to the provisions set forth in Decision N° 589 of the Latin American Council on 30 November 2021, approving a personnel structure with a direct reporting line made up of coordinators and advisors who should respond to the goals set out in the Work Programme and the financial capacity of the institution, the thematic areas must have the support of high-level professionals, who will be responsible for the execution of the assigned Work Programmes and must have the professional profile and the necessary experience to achieve the objectives set.

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		Venezuela		sela_sp@sela.org sela@sela.org
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## OBJECTIVE OF THE POSITION

Develop, coordinate and manage the projects and activities of the Work Programme corresponding to the Digitalisation and Infrastructure area of the Permanent Secretariat of SELA, in line with the Work Programme and the Sustainable Development Goals (SDGs) of the United Nations.

The projects in the Digitalisation and Infrastructure area are aimed at contributing to the fulfilment of the following strategic goals:

- a) Encourage digital inclusion in the region;
- b) Promote regional digital connectivity;
- c) Foster the development of sustainable energy infrastructure; and
- d) Promote the use of green energies.

## FUNCTIONS AND RESPONSIBILITIES

The Area Coordinator will conduct his/her work at the headquarters of the Permanent Secretariat of SELA in Caracas, under the supervision of the Permanent Secretary.

In this regard, he/she will be responsible for the following functions:

- Promote the pillars of SELA's current Work Programme, through the strategic planning of initiatives in the Digitalisation and Infrastructure area, establishing priorities and coordinating internal and external work teams to ensure compliance with the objectives of the institution.
- Coordinate the implementation of SELA's current Work Programme and lead coordination meetings with other officials in the institution, counterparts and/or external specialists, when necessary.
- Manage collaborative initiatives between the different departments of the institution, in order to ensure the correspondence of the actions and work plans.
- Design, manage and lead the work plan and schedule of the Digitalisation and Infrastructure Coordination and follow up on the initiatives proposed.
- Present the annual compendium of the analytical documents prepared by the Coordination on innovation, internet of things, access to latest information and communication technologies and digitalisation, among other subjects, in Latin America and the Caribbean, with special emphasis on the needs of the Member States, identifying priorities and opportunities.
- Collaborate in updating and promoting the use of qualitative and quantitative tools to measure the degree of progress of regional integration processes.
- Lead the preparation and dissemination of documents and executive summaries of the institution's current products, especially those related to digital transformation in the region.
- Maintain constant communication and relations with multilateral and academic reference organisations linked to the area of work.

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- Follow up on and apply tools to measure the impact and/or acceptance of the proposals included in the coordination projects, after their presentation, dissemination and/or implementation.
- Identify and manage cooperation projects that contribute to SELA's Work Programme.
- Any other function inherent to the position that may be entrusted to him/her by the Permanent Secretary.

## REQUIREMENTS

A professional from any of SELA Member States, with a university degree in economic sciences, engineering, international relations and/or a similar career, with a master's degree or specialization in digital transformation, public policies or any other relevant to the Digitalisation and Infrastructure area.

The age limit for serving in the Permanent Secretariat shall be 65 years, after which officials shall automatically cease to hold office.

## GENERAL EXPERIENCE

- Minimum 10 years of work experience in areas related to the job description.
- Analytical skills.
- Proven transformational leadership, strategic thinking, planning, management and presentation skills.
- Experience in monitoring and managing activities, as well as developing cooperation projects and evaluating project results.
- Ability to establish and maintain effective collaborative working relationships, both internally and externally.
- Ability to lead and manage projects, manage budgets, generate reports, monitor and evaluate results.
- Develop and implement digital transformation concepts and plans.

## SPECIFIC EXPERIENCE

- At least 5 years of professional experience in international organisations (not limited).
- Proficiency in oral and written English, advanced level preferably, or another official language of SELA.
- Analysis of indicators, data management and knowledge of the latest trends and innovations in the area (e.g., blockchain, artificial intelligence, machine learning and internet of things, among others).
- Appropriate handling of digital platforms and applications.

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## CONDITIONS

The work will be conducted in the Bolivarian Republic of Venezuela.

1. Base salary: US\$ 4,540.00 (four thousand five hundred forty and 00/100 US dollars).
2. The contract term is 3 years and can be extended for up to 5 years.
3. Additional benefits
  - Transportation from the country of origin.
  - Installation expenses (installation allowance, payment of airfare, transportation of personal effects) to the Bolivarian Republic of Venezuela.
  - Family allowance (six-monthly).
  - Pension Fund in accordance with the provisions of the Staff Manual.
  - Life and funeral insurance.
  - International health policy (HCM).
  - Home leave travel (biannual).
- 4 Compensation for termination of contract
  - Indemnity for years of uninterrupted service in accordance with the provisions of the Staff Manual.
  - Repatriation grant (where the country of origin is different from the host country).
  - Transportation of personal effects upon return to home country in accordance with the provisions of the Staff Manual.
- 5 Privileges and immunities: The Permanent Secretariat enjoys privileges and immunities. Nothing in these terms of reference shall therefore be construed as a suspension or waiver of such privileges and immunities.
- 6 Labour regime and dispute settlement: The labour regime will be based of the Panama Convention, the Regulations of the Secretariat, the Staff Manual and the contract itself. By virtue of its privileges and immunities, the Permanent Secretariat does not submit to any national jurisdiction. The contract shall provide, in this regard, the applicable mechanism for the settlement of any disputes, privileging an amicable and direct settlement.

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**SCHEDULE FOR THE SELECTION PROCESS**

The schedule for the selection process is as follows:

N°	Process	Date
1	Job opening	12 to 24 April 2023
2	Evaluation of applications and selection of the candidate	25 April - 03 May 2023
3	Notification to the candidate	08 May 2023
4	Duties start date	22 May 2023

This schedule is subject to changes by the Permanent Secretariat as it may deem it necessary.

**SELECTION PROCEDURE**

Applicants, within the deadline set out in the schedule, must send to this e-mail: [selaconvocatorias@sela.org](mailto:selaconvocatorias@sela.org) the following requirements:

- a) **Presentation Letter** signed by the applicant;
- b) **Properly fill out the attached form**; and
- c) **DOCUMENTED resume**, accrediting compliance with the requirements established in the job opening.

**IMPORTANT:**

1. Applications that do not duly comply with the conditions set forth in the aforementioned paragraphs on the Selection Process or that are received after the established deadline will not be taken into consideration.
2. The information and documents submitted by the candidates in the application and selection process shall have the character of an "Affidavit" for the purposes of this job opening and the eventual selection and hiring of the candidate.
3. The information provided by applicants shall remain confidential, as well as the evaluations resulting from the selection process.
4. Only the selected candidate will be informed of the result of the curricular evaluation.
5. A virtual interview will be conducted with the pre-selected candidates.

6. The age limit for serving in the Permanent Secretariat shall be 65 years, after which the official shall automatically cease to hold office.
7. The above information is considered to be sufficient for applicants; consequently, inquiries will be answered, exceptionally, by electronic means at the following address: [selaconvocatorias@sela.org](mailto:selaconvocatorias@sela.org)

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