



Enhancing Competitiveness in the Global Marketplace

The St. Lucia Coalition of Service Industries (SLCSI) is the umbrella organization of the services sector in St. Lucia. SLCSI became operational in January 2009, and represents the interests of all the services industries in the country. According to guidelines established by CARICOM and accepted by the SLCSI, responsibilities of national coalitions are as follows:

- (a) providing the service providers with knowledge of export opportunities;
- (b) organising trade missions to identify and exploit market opportunities;
- (c) encouraging service providers to engage in developing export programmes and promotional activities through collaboration locally, regionally, and internationally;
- (d) promoting the further development and competitiveness of the services sector;
- (e) ensuring that the highest industry standards are met by all service providers;
- (f) educating service providers on relevant aspects of CSME, EPA, GATS and any other trade agreements or developments that can affect trade in services;
- (g) educating service providers on relevant government policies that can assist or hinder the export of services;
- (h) representing the interests of the services sector, including lobbying government and promoting fair multi-lateral rules for trade in services;
- (i) promoting the organisation of non-organised service providers into associations;
- (j) encouraging strategic alliances/partnerships with regional and extra regional counterparts;

## **2. OBJECTIVE**

2.01 The objective of the assignment is to improve SLCSI's capacity to drive the expansion of St. Lucia's services by increasing the level of human resources within the SLCSI Secretariat.

## **3. SCOPE OF WORK**

3.01 The scope of work is understood to cover all the activities necessary to accomplish the stated objective, whether or not a specific activity is cited in these TOR. The main tasks/activities are as follows:

### **SAINT LUCIA COALITION OF SERVICES INDUSTRIES INC.**

P.O. Box Choc 8056, Castries, St Lucia, W.I. Tel: (758) 452-7864 Fax: (758) 452-8695

Email: [slcsi@candw.lc](mailto:slcsi@candw.lc), Website: [www.slcsi.org.lc](http://www.slcsi.org.lc)



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- (a) Assisting SLCSI's Executive Director in the implementation of SLCSI's programme of work, including specific donor related initiatives aimed at developing Saint Lucia Service's sector.
  - i) Provide input for project-related reports, including concise quarterly reports to donor agencies and final report on performance of the Projects
  - ii) development and implementation of projects, programmes, support services and systems to achieve positive outcomes for specified service sector agents (gender, participants member associations)
  - iii) Undertaking specialist project activities that contribute to the development of policies and procedures that enhance the enabling environment for service sector entities and associations within the broader developmental context.
- (b) Collecting data, populating and maintaining a comprehensive services sector and SLCSI client database.
  - i) identifying the information needed by SLCSI to manage communication and service delivery to its member associations, individual service enterprises and service providers
  - ii) engage the services of enumerators to collect additional information to fill identified gaps
  - iii) engage the services of data entry clerks; manage the data entry process; manage the SLCSI database to expand range of information
- (c) Assisting in the preparation of project proposals to mobilise resources to assist in financing the operations of SLCSI, its member associations and/or projects aimed at supply side/competitiveness constraints within the services sector.
- (d) Understudying the Business Support Service Consulting firm engaged by SLCSI to guide its services export efforts; participating in the design, and coordinating the implementation of SLCSI's Business Support Programme including collecting and analyzing data on the effectiveness of the programme.

#### 4. **QUALIFICATIONS**

- i) At least two (2) years Managerial experience, and SME development (particularly development of service providers)
- ii) A track record of successful Proposal and Project Writing and
- iii) Project Management experience (certification would be an asset)

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- iv) Minimum of BSc. in Business, Marketing, Economics or related field.
- v) Demonstrated capacity in the design of data collection instruments, collecting and analysing data and report writing;
- vi) Excellent written and oral communication skills; and
- vii) Familiarity with CSME, the WTO Agreement (including the GATS) and the services component of the EPA, as well as familiarity with international gender agreements

Deadline for receiving applications is February 5, 2016. Please submit via email at [slcsi@candw.lc](mailto:slcsi@candw.lc)

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