

**THE GOVERNMENT OF THE COMMONWEALTH OF DOMINICA**  
**VACANCY NOTICE**  
**FOR THE POSITION OF SOCIAL DEVELOPMENT PLANNER**  
**MINISTRY OF FINANCE, ECONOMIC DEVELOPMENT, CLIMATE RESILIENCE AND**  
**SOCIAL SECURITY**

Applications are invited from suitably qualified persons to fill the position of Social **Development Planner**, Ministry of Finance, Economic Development, Climate Resilience and Social Security.

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Financial Secretary the Social Development Planner performs a variety of functions to include:

1. Initiates social policy instruments and provides social advice and guidance for effective policy development and implementation;
2. Provides support to relevant agencies to ensure the adoption and utilization of social sector policies;
3. Initiates collaboration with relevant agencies to ensure the alignment of strategies, programmes and projects to sector policies;
4. Undertakes social research to inform policies of the National Assessment Team;
5. Provides interpretation of social data and issues to facilitate decision-making;
6. Coordinates the activities of the National Assessment Team (NAT);
7. Facilitates the implementation of approved social development and protection programmes to safeguard the interest of vulnerable groups;
8. Participates in National Disaster preparation, response and recovery activities in accordance with the Disaster Management Standard Operating Procedures and Climate Resilience and Recovery Plan, for the purpose of achieving a collective approach to building National Resilience.

**SKILLS/COMPETENCIES/KNOWLEDGE REQUIRED**

- Knowledge of Finance and Audit Act 63:01;
- Knowledge of Financial and Finance and Stores Regulations;
- Knowledge in Climate Resilience and adaptability;
- Competence in resilience principles;
- Ability to conduct research and analyse data;

- Ability in working with computers and accounting software packages;
- Ability to think strategically and exercise sound judgement in decision making;
- Excellent written and oral communication skills.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE**

Applicants should possess:

- Master's Degree in Economics, Social Development, Sociology, Social Planning, Social Analysis or related discipline with five (5) years experience;  
OR
- Bachelor's Degree in Economics, Social Development, Sociology, Social Planning, Social Analysis or related discipline with seven (7) years relevant experience

Applications should be submitted **under confidential cover**, along with supporting documents, inclusive of a Curriculum Vitae, two references and copies of relevant academic qualifications and addressed to:

**Attention:**

Financial Secretary

Ministry of Finance, Economic Development, Climate Resilience and Social Security

5<sup>th</sup> Floor, Financial Centre

Kennedy Avenue

Roseau, Commonwealth of Dominica

**OR** emailed to: [\*\*finsecfinance@dominica.gov.dm\*\*](mailto:finsecfinance@dominica.gov.dm)

**Closing Date**

The closing date for the receipt of applications is January 15, 2025