Healthy Caribbean Coalition (HCC) Consultancy Advert

18 November 2026

HCC IT and Digital Systems Strengthening Consultant

Short-Term Consultant | 20 Working Days over Three Months

Join the Healthy Caribbean Coalition

The Healthy Caribbean Coalition (HCC) is a Caribbean alliance of civil society organisations whose mission is to harness the power of civil society - in collaboration with key national, regional and global partners - to galvanise bold action for NCD prevention and care in the Caribbean, leaving no one behind.

HCC is seeking an experienced IT and Digital Systems Strengthening Consultant to assess its existing digital infrastructure and workflows, recommend practical improvements, and implement agreed solutions to strengthen collaboration, document and information management, cybersecurity and organisational efficiency.

I. Why Join the HCC

- Join a committed, collaborative, mission-driven team.
- Make a meaningful contribution to improving health across the Caribbean.
- Work with leading regional and international partners.
- Enjoy flexible, remote working arrangements.
- Grow professionally while supporting meaningful national and regional impact.

II. The Role

Reporting to the Executive Director and Digital Development Manager, the Consultant will undertake a Digital Systems Assessment, develop a Digital Systems Strengthening Strategy and Implementation Plan, implement agreed priority improvements, and provide practical training and technical handover.

III. Key Responsibilities

- Assess HCC's existing digital systems and workflows, including cloud storage, document management, collaboration platforms, membership management and information sharing, software subscriptions, cybersecurity and opportunities for automation.
- Assess the suitability, compatibility, security, integration requirements and ongoing costs of digital platforms, and recommend practical, sustainable solutions.
- Develop a practical Digital Systems Strengthening Strategy and Implementation Plan, recommending fit-for-purpose, secure, affordable and sustainable solutions.

- Implement agreed priority improvements to digital workspaces, document management, secure resource sharing, access controls, multi-factor authentication (MFA), backup arrangements and selected automation tools.
- Support priority file migration and organisation; provide technical advice on project management platforms; train staff, document procedures and complete technical handover.

IV. Qualifications and Experience

- Proven experience assessing and configuring cloud-based digital infrastructure, including document management, storage and virtual collaboration systems for small organisations.
- Hands-on experience with cloud workspace configuration, digital file migration, access permissions, version control, archiving and secure external resource-sharing arrangements.
- Strong knowledge of cybersecurity, multi-factor authentication, role-based access controls, data protection and backup and recovery arrangements.
- Ability to evaluate digital platforms and advise on system integration, functionality, accessibility, costs and long-term sustainability.
- Excellent analytical, communication and training skills, including the ability to develop concise practical guidance and support non-technical staff.

V. Contract Details

- Position: HCC IT and Digital Systems Strengthening Consultant
- Engagement: Short-Term Consultancy (20 working days)
- Duration: Three months
- Consultancy Fee: US$6,000
- Reporting: HCC Executive Director and Digital Development Manager
- Location: Remote

VI. How to Apply

Interested candidates should submit:
- A cover letter outlining their suitability for the consultancy.
- A current curriculum vitae (CV).
- Contact details for three professional referees.

Applications should be emailed to HCC at apply@healthycaribbean.org with the following subject: HCC IT and Digital Systems Strengthening Consultant Application – [INSERT FULL NAME].

Applications from suitably qualified candidates from across the Caribbean are strongly encouraged.

Deadline for submission of applications is 2 December 2026.