

TERMS OF REFERENCE CONSULTANT Assistant Rapporteur

1. CONTEXT

The Association of Caribbean States (ACS) is a regional intergovernmental organisation that was established by virtue of the Convention establishing the Association of Caribbean States done in Cartagena de Indias in July 1994. Article III of the Convention defines the organisation as one of “consultation, cooperation and concerted action” whose purpose is “to identify and promote the implementation of policies and programmes”. The organization’s work is focussed on: cooperation, disaster risk reduction, sustainable tourism, trade, transport and external economic relations, and the protection of the Caribbean Sea. The ACS has 25 Member States, 10 Association Members, 6 Founding Observers and 29 Observer States.

As per Agreement No. 15/18 Approving the Terms of Reference for the Convening and hosting of Summits of the Association of Caribbean States at article 7 Summit Logistics, (iv) provides for the “Appointment of the Assistant Rapporteur. The Host and the Secretariat together appoint an Assistant Rapporteur and the required logistical support”.

2. OBJECTIVE

To recruit a suitably qualified candidate to provide Rapporteur/Administrative support relative to the ACS upcoming 10th Summit of Heads of State and/or Government and related meetings; carded during for May 2025 in the Republic of Colombia in keeping with Ministerial Agreement 15/18 which approved the Terms of Reference for the Convening and Hosting of Summits of the Association of Caribbean States, as well as follow-up work.

3. SCOPE OF WORK AND DELIVERABLES

The Consultant – Assistant Rapporteur will report to the Chief Executive Coordinator or, in the absence of same, whichever other Senior Official that the Secretary General so designates.

Under the direction of the Chief Executive Coordinator, coordinate with other Staff as necessary to provide support for the Summit, related meetings and follow up meetings as adopted by the ACS, including:

- The Preparatory Meeting to the Ordinary Meeting of the Ministerial Council.
- The 30th Ordinary Meeting of the Ministerial Council.
- The 10th Summit of Heads of State and/or Government.
- Bilateral meetings in the margins of the aforementioned meetings
- Related follow- up meetings, namely the Coordination Mechanism and a meeting of the Executive Board of the Ministerial Council.

4. DELIVERABLES

- Draft letters, faxes, verbal notes, circular notes, emails or any other documents, in the official languages of the ACS – English, Spanish and French relevant to the aforementioned meetings;
- Render logistical assistance including the preparation of research, documents and the Rapporteur’s Reports for the aforementioned meetings;
- Translate short documents as required;
- File electronic and hard copies of documents related to the aforementioned meetings;
- Dispatch correspondences vial email, courier, hand, fax and/or email when requested;
- Manage emails as required;
- Arrange appointments and manage the agenda of the Chief Executive Coordinator in a timely manner, providing confirmations, regrets and reminders to all concerned.
- Prepare dossiers in respect of the aforementioned meetings, coordinating with other Directorates and Officials as necessary.
- Perform any other general administrative duties as assigned.
- Special Deliverables: the preparation and dissemination of follow up matrices reflecting decisions, mandates and recommendations of the Ministerial Council and Summit.

5. DURATION

The Consultant would be contracted until 31st July, 2025.

6. REMUNERATION

The consultant shall be paid monthly the sum of One Thousand Six Hundred Dollars United States currency (US \$1,600.00) tax free.

7. QUALIFICATIONS AND EXPERIENCE

- A first-level university degree (Bachelor's) in fields related to International Relations, Political Science or other relevant areas;
- Minimum of one year drafting reports and providing administrative support services;
- Working in an international or regional organisation will be considered an asset.
- Fluency in Reading and Writing English is essential. (Native language). Spanish or French is an asset (Level B2)

8. COMPETENCIES:

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong Interpersonal skills;
- Ability to work under pressure in a multicultural environment;
- Excellent organisational, planning and time management skills;
- Professionalism;
- Detail oriented;

- Ability to work independently;
- Ability to work in a team and to collaborate with others;
- Proficiency in MS Office Suite.

9. SUBMISSION OF DOCUMENTS

Eligible Consultant(s) should submit in electronic format to hrcontact@acs-aec.org the following:

I. Cover letter stating relevant experience;

II. Supporting documents such as curriculum vitae, stating nationality and foreign language proficiency (i.e. basic/intermediate/fluent).

Deadline for Applications: December 06th, 2024

Documents must be addressed to:

Rodolfo Sabonge
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.