### DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

**Job Title: Secretary,**

**Directorate of Disaster Risk Reduction**

**Level:** Local Staff

**Reporting to:**  Director of Disaster Risk Reduction

**Type of appointment:** Permanent Full time

**FUNCTIONS OF THE POSITION:**

Under the direction of the Director of Disaster Risk Reduction, the incumbent will serve as Secretary to the Directorate of Disaster Risk Reduction providing administrative support to facilitate the efficient operation of the Directorate.

**DUTIES AND RESPONSIBILITIES:**

* Draft letters, faxes, verbal notes, circular notes, emails, or any other documents, in the official languages of the ACS - Spanish, English and French (where applicable);
* Render logistical assistance including the preparation of documents for all meetings under the purview of the Directorate;
* Translate short documents;
* File electronic and hard-copies of documents related to the Directorate;
* Copy and forward all correspondences to the general archives of the Secretariat;
* Dispatch correspondences via mail, courier, hand, fax and/or email when requested;
* Manage emails as required;
* Arrange appointments and manage the agenda of the Director in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
* Receive visitors and notify the Director or Advisor accordingly; offer/order refreshments from the person in charge of the service, or, prepare and serve the refreshments in the absence of the person in charge;
* Notify staff about official visitors to the Directorate, official missions or attendance of the Director and Advisor to external meetings or events;
* Act as a Liaison with the Conference and Protocol Unit in coordinating the travel arrangements of the Director and Advisor;
* Update the Directorate’s listing of focal points of all ACS Member States;
* Prepare dossiers for the official missions of the Director and Advisor, coordinating with other Directorates, officials, related institutions and/or personnel as necessary;
* Prepare the Value Added Tax (VAT), gas claims and drinks request for the Director and Advisor;
* Assist in the preparation and follow up of medical claims submitted to the Human Resource Unit by the Director and Advisor;
* Assist the Director with personal matters which he/she requests, within the parameters of the organisation;
* Participate in events, seminars, workshops and conferences when requested;
* Assist with reception duties in order to relieve the Receptionist during scheduled breaks or in his /her absence from office; and
* Perform any other related general administrative duties assigned by the Director.

**QUALIFICATIONS AND EXPERIENCE:**

* An Associate Degree **OR** Diploma in Management, Office Administration, Business Administration or any other relevant field;
* Professional Certificate in Administrative (Professional) Secretaryship will be considered an asset.
* Experience:
1. Minimum of one year experience in providing general administrative support;
2. Basic accounting experience will be considered an asset; and/or
3. Working in an international or inter-governmental organisation will be considered an asset.

**KNOWLEDGE AND COMPETENCIES:**

* English, French and Spanish are the official languages of the ACS. For the position advertised, the candidate must possess excellent oral and written communication skills in two (2) of the official languages of the ACS. Fluency in one (1) of the official languages (other than the native language) is required. Supporting certificates of language proficiency must be attached. A working knowledge of a third language will most certainly be considered an asset;
* Excellent knowledge of MS Office Suite;
* Strong Interpersonal skills;
* Excellent communication skills;
* Organizational skills;
* Ability to work under pressure;
* Detail oriented;
* Ability to multi-task; and
* Ability to work independently.

**REMUNERATION PACKAGE:**

* Monthly Remuneration: $10,141.67 Trinidadian Dollars (tax exempted);
* Group Health Insurance; and
* Participation in ACS Local Staff Fund.

**ASSESSMENT**:

Evaluation of qualified candidates for this position will include a Competency- based Interview, an Assessment Exercise and a Language Proficiency Assessment.

**APPLICATION PROCEDURES:**

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary** **Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Dr. June Soomer

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

And sent by email to: hrcontact@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

**Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.**

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.