

## 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.

<b>Job Title:</b>	<b>Unit Assistant - Conference and Protocol</b>
<b>Level:</b>	Temporary Staff
<b>Reporting to:</b>	Conference and Protocol Officer
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	18 months

### **FUNCTIONS OF THE POSITION:**

Under the general guidance of the Conference and Protocol Officer, the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Unit.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare letters, verbal notes, circular notes, emails, or any other documents, in two (2) official languages of the ACS - Spanish, English and French (where applicable) and follow up on correspondences sent;
- Render logistical assistance including the preparation of documents submitted for all meetings and activities under the purview of the Conference and Protocol Unit in accordance with ACS policy, procedures and standards;
- Provide courtesy translation of documents as it pertains to the Unit;
- Manage and maintain physical and electronic records for the Unit in accordance with established ACS policy, procedures and standards;
- Copy and forward all correspondences to the general archives of the Secretariat;
- Dispatch correspondences related to the official work of the Unit via mail, courier, hand and/or email when requested and follow up as necessary;
- Manage email correspondences and follow up as necessary;

- Arrange official appointments and manage the official agenda of the Conference and Protocol Officer in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
- Prepare dossiers for the official missions of the Conference and Protocol Officer, coordinating with other Directorates, Officials, related institutions and/or personnel as necessary;
- Prepare the Value Added Tax (VAT) for the Conference and Protocol Officer;
- Assist the Conference and Protocol Officer with personal matters which he/she requests, within the parameters of the organisation in an official capacity;
- Represent the ACS at official meetings, events, workshops and conferences as designated;
- Assist with reception duties in order to relieve the Receptionist during scheduled breaks or in his /her absence from office.
- Assist in the submission and monitoring of translation requests;
- Assist with the coordination of external contractors (hotel, interpretation services, ground transportation, etc...) for ACS meeting or events;
- Assist in the update of the ACS Calendar of Meetings;
- Assist in some aspects of the duties of the Conference and Protocol Officer in his/her absence.

#### **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- A first-level university degree (Bachelor's) in fields related to International Relations, or other relevant areas;
- Professional Certificate in Events Management will be considered an asset;
- Experience :
  - a) Minimum of six months' experience working in a protocol environment;
  - b) Working in an international or regional organisation will be considered an asset.

**KNOWLEDGE AND 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.

**REMUNERATION PACKAGE:**

- A Monthly Salary of US \$1,206.32 (tax exempted);
- Group Health Insurance Medical Plan.

**ASSESSMENT:**

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

**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:

Mr. 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

And sent by email to: [hrcontact@acs-aec.org](mailto: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.