

## **DETAILS OF THE POSITION**

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the position of Unit Assistant – Office of the Chief Executive Coordinator (OCEC) at the Association of the Caribbean States.

<b>Job Title:</b>	<b>Unit Assistant (OCEC)</b>
<b>Level:</b>	Temporary Staff
<b>Reporting to:</b>	Chief Executive Coordinator (CEC)
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	30 months

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

Under the general guidance of the Chief Executive Coordinator (CEC), the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Office of the Chief Executive Coordinator (OCEC) in respect of Political Affairs, Communications and Conference and Protocol Services.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare letters, verbal notes, circular notes, emails, press/news releases, or any other documents, in two (2) official languages of the ACS - Spanish, English and French (where applicable) and follow up on correspondences sent;
- Update the ACS' website and social media accounts;
- Render assistance to the OCEC to edit videos and to capture photos to promote the ACS and its work;
- Render logistical assistance including the preparation of documents submitted for all meetings and activities under the purview of the Office of the Chief Executive Coordinator (OCEC) in accordance with ACS policy, procedures and standards;
- Provide courtesy translation of documents as it pertains to the Office;
- Manage and maintain physical and electronic records for the Office in accordance with established ACS policy, procedures and standards;

- Copy and forward all correspondences to the general archives of the Secretariat and manage email correspondence and follow up as necessary;
- Dispatch and file correspondence related to the official work of the Office via mail, courier, hand and/or email when requested and follow up as necessary;
- Monitor the local media (printed press, radio and television) for materials relevant to the ACS. Materials are to be clipped and scanned to the relevant stakeholders;
- Arrange official appointments and manage the official agenda of the Chief Executive Coordinator in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
- Prepare dossiers for the official missions of the Chief Executive Coordinator, coordinating with other Directorates, Officials, related institutions and/or personnel as necessary;
- Prepare the Value Added Tax (VAT) for Chief Executive Coordinator as required;
- Assist the Chief Executive Coordinator 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 logistics, protocol and substantive coordination in respect of internal and external ACS Meetings and missions including but not limited to contracting of service providers, preparation and dissemination of documentation and follow up to ACS Meetings ;
- Assist in the update of the ACS Calendar of Meetings;
- Any other duties as required.

## **MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- A first-level university degree (Bachelor's) in fields related to International Relations, or other relevant areas;
- Competency in the three languages of the ACS will be considered an asset;

Experience : Minimum of six months' experience Working in an international or regional organisation will be considered an asset.

## **KNOWLEDGE AND COMPETENCIES:**

- Tact and political acumen
- 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 ;
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:

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.