### 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: Unit Assistant, Office of the Legal Advisor**

**Level:** Temporary Staff

**Reporting to:**  Legal Advisor

**Type of appointment:** Full time

**Duration of appointment:** 18 months

**FUNCTIONS OF THE POSITION:**

Under the general guidance of the Legal Advisor, the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Unit.

**DUTIES AND RESPONSIBILITIES:**

* Draft letters, faxes, verbal notes, circular notes, emails, or any other documents, in two 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 Legal Unit;
* Translate short documents;
* File electronic and hard-copies of documents related to the Unit;
* 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 and follow up as necessary;
* Arrange official appointments and manage the official agenda of the Legal Advisor in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
* Prepare dossiers for the official missions of the Legal Advisor, coordinating with other Directorates, officials and related institutions and/or personnel as necessary;
* Prepare the Value Added Tax (VAT) for the Legal Advisor;
* Assist in the follow up of the Legal Advisor’s medical claim submission to the Human Resource Unit;
* Assist the Legal Advisor with personal matters which he/she requests, within the parameters of the organization in an official capacity;
* 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;
* Provide any other assistance and support as requested.

**QUALIFICATIONS AND EXPERIENCE:**

* A first-level university degree (Bachelor's) in fields related to International Relations, Law or other relevant areas.
* Experience :

1. Minimum of six months’ drafting reports and providing administrative support services;
2. working in an international or regional organisation will be considered an asset.

**KNOWLEDGE AND COMPETENCIES:**

* English, French and Spanish are the official languages of the ACS. The candidate must possess excellent oral and written communication skills in at least two (2) of the official languages of the ACS;
* Excellent knowledge of MS Office Suite;
* Strong Interpersonal skills;
* Organizational skills;
* Ability to work under pressure;
* Ability to multi-task and work independently;
* Ability to work in a multicultural environment.

**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, 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](https://acrobat.adobe.com/us/en/acrobat.html?promoid=KSBOO) or [Adobe Acrobat Reader DC](https://get.adobe.com/uk/reader/). 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.