

TERMS OF REFERENCE

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:	Administrative Assistant (Temporary)
Level:	Administrative
Reporting to:	Director of Cooperation and Resource Mobilisation
Type of appointment:	Temporary – Leave Relief

FUNCTIONS OF THE POSITION:

Under the general guidance of the Director, the incumbent is responsible for providing secretarial and administrative support to facilitate the efficient operations of the Directorate as well as assist in the planning and management of meetings.

DUTIES AND RESPONSIBILITIES

1. 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;
2. Render logistical assistance including the preparation and proof-reading of documents for all activities and meetings under the purview of the Directorate such as prepare invitations to all ACS countries, Stakeholders and Special Invited Guests; follow up and make calls to meeting participants; print dossiers for the Directorate and other participants as requested; assist with Meeting's registration; prepare presentations as requested; prepare pre-meeting documents in accordance with established guidelines; prepare thank you notes for all participants; note-taking; prepare and circulate the reports of the Directorate's official meetings such as draft Rapporteur's report and Executive Summary in compliance with Agreements 13/10, 9/17 and 7/23;

3. Render logistical assistance including the preparation and proof-reading of documents for Special Committee meetings under the purview of other Directorates such as prepare invitations to all ACS countries, Stakeholders and Special Invited Guests; follow up and make calls to meeting participants; print dossiers for the Directorate and other participants as requested; assist with Meeting's registration; prepare pre-meeting documents in accordance with established guidelines; prepare thank you notes for all participants; note-taking; prepare and circulate reports of the Directorate's official meetings such as draft Rapporteur's report and Executive Summary in compliance with Agreements 13/10, 9/17 and 7/23;
4. Provide courtesy translation of documents (approximately 2-3 pages);
5. Manage and maintain physical and electronic records for the Directorate in accordance with established ACS policy, procedures and standards;
6. Copy and forward all correspondence to the general archives of the Secretariat;
7. Dispatch correspondences related to the official work of the Directorate via mail, courier, hand and/or email when requested and follow up as necessary;
8. Manage email correspondences and follow up as necessary;
9. Arrange official appointments and manage the official agenda of the Director in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
10. 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;
11. Notify staff about official visitors to the Directorate and official missions undertaken by the Director and Advisor;
12. Notify Human Resource personnel about absence of the Director at work (e.g. sick leave) and attendance of the Director and Advisor to external official meetings, conferences, workshops, seminars or events;
13. Act as a Liaison with the Conference and Protocol Unit in coordinating the travel arrangements of the Director and Advisor;
14. Update the Directorate's listing of focal points of all ACS Countries;

15. Prepare dossiers for the official missions of the Director and Advisor, coordinating with other Directorates, officials, related institutions and/or personnel as necessary;
16. Prepare the Value Added Tax (VAT) and drinks request for the Director and Advisor, following up with the Board of Inland Revenue where necessary;
17. Assist the Director with personal matters which she requests, within the parameters of the organisation in an official capacity;
18. Represent the ACS at official meetings, events, workshops and conferences as designated;
19. Assist with reception duties to relieve the Receptionist during scheduled breaks or in her absence from office;
20. Request stationery from the Human Resource Unit and distribute to the Directorate;
21. Assist in the review and update of ACS Records Policies and Procedures.

KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Proficiency in MS Office Suite;
- Strong Interpersonal skills;
- Tact and diplomacy;
- Confidentiality;
- Ability to work under pressure in a multi-cultural 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.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- An Associate Degree **OR** Diploma in fields related to Management, Office Administration, Business Administration or other relevant areas.
- Professional Certificate in Administrative (Professional) Secretaryship will be considered an asset;
- Minimum of two (2) years' experience in providing general administrative support;
- Basic accounting experience will be considered an asset; and
- Work experience in an international or regional organisation will be considered an asset.

REMUNERATION PACKAGE:

- Monthly Remuneration: US\$1,584.64 (tax exempted);

ASSESSMENT:

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

APPLICATION PROCEDURES:

Only electronic applications submitted via the website (www.acs-aec.org) will be acknowledged. Please upload the documents using the buttons as reflected on the website:

1. Combined PDF (CV + supporting documents)
2. Completed Applicant Job Profile Summary Form

Each applicant is allowed to upload two files only, and their total size should not exceed 4 MB.

Eligible candidates must download, complete and upload the Applicant Job Profile Summary Form included on the website vacancy. Failure to complete this form will result in automatic rejection of the application. The form must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Applicants are requested to combine their CV and all supporting documents into a single PDF file before uploading. This file should include:

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

Applications must be addressed to:

H.E. Noemí Espinoza Madrid
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 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.