

## **TERMS OF REFERENCE (TOR)**

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>EXECUTIVE ASSISTANT</b>
<b>Level:</b>	Local Staff (Executive Assistant Level)
<b>Reporting to:</b>	Secretary-General
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	Fixed Term (with a three-month probationary period)

---

### **1. FUNCTIONS OF THE POSITION**

The Executive Assistant provides executive, administrative, coordination and protocol support to the Secretary-General and her Office. The incumbent ensures the effective management of the Secretary-General's daily operations, official engagements, missions, correspondence, and internal coordination, in accordance with the standards, procedures and diplomatic practices of an Inter-Governmental organisation.

The position requires a high degree of discretion, professionalism, confidentiality, attention to detail, organisational judgement and intercultural sensitivity.

### **2. DUTIES AND RESPONSIBILITIES**

#### **A. Executive Office Coordination and Support**

1. Provide executive and administrative support to the Secretary-General in the discharge of official duties, ensuring the efficient functioning of the Executive Office.
2. Act as the Secretary-General's trusted coordination and control point, ensuring that priority matters, deadlines, decisions and sensitive issues are tracked, progressed and escalated appropriately.
3. Exercise sound judgement in managing access to the Secretary-General, supporting the prioritisation of requests, engagements and information flow to protect executive time and strategic focus.
4. Manage daily workflows to ensure the timely preparation of correspondence, briefing notes, meeting documentation and background materials.
5. Serve as a key point of contact for the Executive Office, ensuring effective communication, liaison and follow-up with internal and external stakeholders.

6. Handle sensitive information with the highest level of confidentiality, discretion and professional judgement.
7. Receive visitors in accordance with diplomatic protocol and professional standards and coordinate hospitality arrangements, as required.

## **B. Calendar, Scheduling and Workflow Management**

8. Manage and maintain the Secretary-General's calendar, including scheduling, prioritising and coordinating meetings, briefings, official engagements and related logistics.
9. Ensure all relevant staff have the requisite information to support the Secretary-General's meetings.
10. Manage an up-to-date detailed database of the Secretary-General's meetings.
11. Screen and manage incoming calls, messages and correspondence, ensuring urgent matters are escalated appropriately.
12. Coordinate meetings and official engagements, including the preparation and circulation of invitations, confirmations, reminders and related documentation.
13. Prepare meeting packs, briefing folders, talking points and background documentation for the Secretary-General, as required.

## **C. Correspondence, Communication and Language Support**

14. Draft, format and prepare official correspondence, including letters, verbal notes, circular notes, memoranda and administrative communications, in English and Spanish, and French where applicable, in accordance with ACS standards and diplomatic protocols.
15. Provide translation or language support for official documents within the incumbent's language competence.
16. Ensure the proper dispatch, tracking, distribution and follow-up of incoming and outgoing correspondence through approved channels and procedures.

## **D. Coordination and Follow-Up**

17. Facilitate coordination between the Executive Office and Directorates of the Secretariat to support timely information flow, implementation of the Secretary-General's directives and follow-up on agreed actions.
18. Monitor and follow-up of actions arising from meetings, missions and official engagements, in coordination with relevant Directorates and Units.
19. Maintain tracking tools to monitor key actions, outputs and deadlines and prepare periodic status updates for the Executive Office.

20. Support continuity and institutional memory by tracking key decisions, commitments, precedents and ongoing matters.

#### **E. Official Travel, Missions and Representation Support**

21. Coordinate the Secretary-General's official travel and missions in collaboration with the Office of the Chief Operating Officer , including itineraries, mission dossiers, schedules, contact lists and briefing materials.
22. Liaise with internal and external counterparts to confirm arrangements and ensure readiness for official engagements and missions.
23. Assist in the preparation, compilation and circulation of post-mission reports and related documentation.
24. Coordinate official requests related to Executive Office operational needs, including hospitality or official representation requirements, as approved.

#### **F. Administrative, Financial and Claims Support**

25. Prepare and process authorised administrative claims related to the Secretary-General, including VAT and other approved claims, in accordance with established procedures.
26. Assist with the preparation and monitoring of medical claims, ensuring confidentiality and compliance with internal requirements.

#### **G. Records Management and Office Administration**

27. Maintain orderly office systems and records, including physical and electronic filing and archiving, in accordance with Secretariat policies and procedures.
28. Ensure proper documentation, traceability and record-keeping of Executive Office activities.

#### **H. Other Duties**

29. Undertake special administrative assignments as requested by the Secretary-General, in accordance with organisational policies and standards.
30. Perform any other related duties as may be assigned in support of the effective functioning of the Executive Office and the Secretariat.

### **3. COMPETENCIES (Core and Technical)**

#### **Core Competencies**

- Professionalism, integrity and discretion, with the ability to handle sensitive and confidential information with sound judgement and the highest ethical standards.
- Executive judgement and prioritisation, including the ability to manage competing demands, filter information, protect executive time and ensure that priority matters are escalated appropriately.
- Planning, organisation and follow-through, with a demonstrated ability to track decisions, commitments, deadlines and actions and ensure timely completion.
- Attention to detail and accuracy, particularly in the preparation of correspondence, schedules, briefings and official documentation.
- Strong communication and interpersonal skills, including the ability to interact effectively, tactfully and diplomatically with Senior officials, ACS Membership representatives, Observers, External partners and Secretariat staff.
- Reliability and accountability, with a strong sense of responsibility for continuity, institutional memory and the effective functioning of the Executive Office.

#### **Technical Competencies**

- Proven ability to use digital tracking tools and dashboards to monitor executive priorities, action items, deadlines and follow-up, and to prepare concise and accurate management updates.
- Advanced proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint) and/or Google Workspace applications, for executive correspondence, reporting, scheduling and briefing preparation.
- Strong executive office and administrative systems management skills, including document control, filing, archiving and records management in both physical and electronic environments.
- Experience in calendar and workflow management, including coordination of high-level meetings, missions and official engagements involving multiple internal and external stakeholders.
- Ability to synthesise information from multiple sources and prepare clear, concise briefs, summaries and talking points to support executive decision-making.
- Ability to work effectively under pressure in a fast-paced, multicultural environment, while maintaining discretion, accuracy and professionalism.
- Multilingual drafting and language support capability, including the preparation of correspondence in at least two of the ACS official languages, and translation support within language competence.

- Adaptability and digital confidence, including openness to new tools, workflows and systems that support executive coordination, records management and institutional continuity.

#### **4. MINIMUM QUALIFICATIONS AND EXPERIENCE**

- A minimum of three (3) years' experience in a secretarial, executive assistant, or senior administrative support role, preferably providing direct support to senior management or executive leadership.
- Demonstrated experience in managing executive calendars, correspondence, and high-level administrative coordination in a professional or institutional environment.
- Experience working within an Inter-Governmental organisation, diplomatic mission, public sector institution or comparable international environment would be an asset.
- Proficiency in at least two (2) official languages of the ACS (English, Spanish and/or French), both written and oral.
- Strong digital literacy and demonstrated proficiency in modern office software and digital communication tools.
- Excellent organisational skills and the ability to manage competing priorities, exercise sound judgement, and work with minimal supervision in a fast-paced environment.

#### **5. TRAVEL**

Travel requirements will be determined based on operational needs, and the incumbent maybe required to undertake official travel in support of the Secretary-General's missions and engagements.

#### **6. REMUNERATION PACKAGE:**

- Monthly Remuneration: **USD\$1,759.82** (tax exempted).
- Group Health Insurance for the employee and dependants (if applicable).
- Participation in the ACS' Staff Fund (employee - 7% & employer - 14%).
- Annual paid vacation entitlement of 25 working days (2.08 per month).

#### **7. ASSESSMENT**

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

## 8. APPLICATION PROCEDURES

Candidates must present the following documents for consideration:

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

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:

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

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