

## **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>RESEARCH ASSISTANT</b>
<b>Level:</b>	Temporary Staff
<b>Reporting to:</b>	Director of Cooperation and Resource Mobilisation
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	30 months

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

Under the general guidance of the Director, the incumbent is responsible for using research resources to produce reliable and accurate information in order to facilitate decision making and the dissemination of ACS work throughout the region.

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

1. Research, compile and analyse data related to the thematic areas of the Directorate;
2. Prepare research briefs, research papers, presentation/slide decks, speeches, newspaper and online articles based on research findings;
3. Assist in the research and development of project proposals according to international and any guidelines established by the Secretariat;
4. Support the implementation and management of project activities such as monitoring and evaluating their status, tracking budget expenditure, and ensuring supporting documents are completed and submitted to the relevant parties for review;
5. Liaise with various international partners (development agencies, international organizations, civil society institutions, etc.) as needed to build partnerships for the implementation of ACS projects and initiatives;
6. Prepare content for publication on the website and social media pages regarding the outcome of activities developed by the Directorate and the participation of the Directorate in meetings and official missions;

7. Deliver oral presentations at the Secretariat on topics related to the thematic areas of the Directorate at least once a year;
8. Support the ACS in the execution of official meetings, seminars, workshops and conferences;
9. Prepare Rapporteur's Reports and Executive Summaries of ACS official meetings in compliance with established Agreements;
10. Provide courtesy translation of documents;
11. Manage and maintain physical and electronic records for Directorate in accordance with ACS policy, procedures and standards;
12. Represent the ACS at official meetings, events, workshops and conferences as designated.

### **3. KNOWLEDGE AND COMPETENCIES**

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Knowledge of research methodologies and data analysis;
- Professionalism and a demonstrated ability to work collaboratively with colleagues to achieve organizational goals;
- Ability to work under pressure in a multicultural environment;
- Excellent organisational, planning and time management skills;
- Strong analytical and critical thinking skills;
- Ability to work independently;
- Proficiency in MS Office Suite.

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

- A University degree (Bachelor's degree or equivalent) in fields related to International Relations, Sustainable Development, Public Administration, Economics or other relevant areas;
- Minimum of two (2) years' experience in researching data, drafting research papers, reports and providing administrative support services;
- Experience in project planning and management would be an asset; and
- Working in an international or regional organisation will be considered an asset.

### **5. REMUNERATION PACKAGE:**

- Monthly Remuneration: US\$1,584.64 (tax exempted).
- Group Health Insurance.

## **6. ASSESSMENT:**

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

## **7. 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:

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 be submitted via the ACS' website [www.acs-aec.org](http://www.acs-aec.org) or 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.