

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:	ADMINISTRATIVE & TRAVEL ASSISTANT
Level:	Local Staff (Administrative Assistant Level)
Reporting to:	Chief Operating Officer
Type of appointment:	Full time
Duration of appointment:	Fixed Term (with a probationary period)

1. FUNCTIONS OF THE POSITION

Under the general supervision of the Chief Operating Officer, the Administrative & Travel Assistant provides comprehensive secretarial, administrative, and logistical support to ensure the efficient functioning of the Unit. The incumbent also plays a key role in document preparation and translations in the three (3) official languages of the ACS.

2. DUTIES AND RESPONSIBILITIES

A. Administrative and Secretarial Support

1. Prepare letters, verbal notes, circular notes, emails, and other official correspondence in the three (3) official languages of the ACS – Spanish, English and French (where applicable) - and follow up on all correspondences.
2. Translate documents in the ACS' official languages for the Office of the Chief Operating Officer and other Directorates as required.
3. Provide logistical and administrative support for meetings, missions, and activities under the purview of the Chief Operating Officer, including the preparation and proofreading of relevant documentation.
4. Arrange official appointments and manage the official agenda of the Office of the Chief Operating Officer in a timely, diplomatic and conscientious manner, providing confirmations, regrets and reminders to all concerned.
5. Manage email correspondence for the Office of the Chief Operating Officer and follow up on matters requiring attention.

6. Prepare dossiers for official meetings and missions of the Chief Operating Officer, coordinating with other Directorates, officials, related institutions and/or personnel as necessary.
7. Dispatch correspondence related to the official work of the Office of the Chief Operating Officer via mail, courier, hand and/or email as required, and follow up as necessary.

B. Travel and Mission Coordination

8. Coordinate official travel arrangements for ACS officials and delegations, including airline reservations, accommodation bookings, and other logistical arrangements, ensuring cost effectiveness and compliance with established organisational procedures.
9. Receive and review travel information submitted by Directorate or Unit Heads to facilitate the timely processing of travel requests.
10. Follow up to ensure that all supporting information and documentation related to Official travel are obtained from the Office of the Secretary-General and/or other relevant Units / Directorates, in accordance with the ACS' Travel Policy.
11. Prepare and process Travel Authorisation Forms in coordination with the Conference and Protocol Officer and ensure that finalised forms are submitted to the Finance Unit in accordance with the ACS' Travel Policy.
12. Calculate Per Diem allowances for Travelling Officials in accordance with the Daily Subsistence Allowance (DSA) rates established by the International Civil Service Commission (ICSC).
13. Prepare and maintain records of travel itineraries, Per Diem calculations, and supporting documentation required for official missions to facilitate the timely payment of allowances prior to travel.
14. Liaise with the Conference and Protocol Unit, travel agencies, and other relevant service providers to coordinate travel logistics, itineraries, and mission arrangements.
15. Be available, when required, outside of normal working hours to address urgent or unforeseen travel matters, not limited to airline & hotel arrangements. This requirement may also be related to emergency travel arrangements, itinerary changes, flight disruptions, or other mission-related issues that may affect Travelling Officials.

C. Records and Information Management

16. Manage and maintain physical and electronic records for the Unit in accordance with established ACS' record management and retention policies, and records management standards.
17. Maintain an organised register of official missions, travel documentation and administrative records to ensure compliance with established ACS policies, procedures and financial regulations.
18. Assist in the digitisation process of the ACS' records management project.

D. Office Operations Support

18. Request stationery from the Human Resource Unit and distribute supplies to the Units as required.
19. Assist with reception duties to relieve the Receptionist during scheduled breaks or in her absence from the office.
20. Provide administrative support to other posts within the administrative unit when required.

E. Other Duties

21. Assist the Chief Operating Officer with personal matters requested within the parameters of the organisation in an official capacity.
22. Represent the ACS at official meetings, events, workshops and conferences as designated.
23. Undertake any other related duties as may be assigned by the Chief Operating Officer in support of the effective functioning of the Secretariat.

3. KNOWLEDGE AND COMPETENCIES

- Excellent oral and written communication skills in **all three (3) official languages of the ACS - English, Spanish and French;**
- Demonstrated ability to draft, review and prepare official correspondence including letters, circular notes, verbal notes and emails in a professional and diplomatic manner;
- Knowledge of administrative and secretarial procedures within an international or Inter-Governmental environment;
- Knowledge of travel coordination procedures including the preparation of travel authorisations, itineraries and calculation of Daily Subsistence Allowances (DSA);
- Excellent organisational, planning and time management skills with the ability to prioritise tasks and meet deadlines;
- Strong attention to detail and accuracy in document preparation, records management and administrative processes;
- Professionalism, discretion and the ability to maintain confidentiality when handling sensitive information;
- Ability to work effectively both independently and collaboratively in a multicultural and multidisciplinary environment;

- Ability to work under pressure and respond efficiently to urgent administrative and travel-related matters;
- Proficiency in Microsoft Office Suite and Google Workspace productivity tools.

4. MINIMUM QUALIFICATIONS AND EXPERIENCE

- A University degree (Bachelor's degree or equivalent) in Business Administration, Office Management, Public Administration, Languages, International Relations or other relevant areas;
- Minimum of three (3) years' progressively responsible experience in administrative support, secretarial services, office management, or travel coordination;
- Demonstrated experience in organising official travel, coordinating meetings and missions, and preparing administrative documentation;
- Experience in records management, document control, or office administration would be considered an asset;
- Experience working in an international or regional organisation, diplomatic mission, or government institution will be considered an asset; and
- Knowledge of the mandate of the Association of Caribbean States and familiarity with the Greater Caribbean region would be considered an asset.

5. REMUNERATION PACKAGE:

- Monthly Remuneration: **US\$1,584.64** (tax exempted).
- Group Health Insurance for the employee and dependants (if applicable).
- Annual paid vacation entitlement of 25 working days (2.08 per month).
- Gratuity payment of fourteen (14) percent of annual salary, payable at the end of the contractual period.

6. ASSESSMENT

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

7. 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 be submitted via the ACS' website www.acs-aec.org or by email to: 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.