

## **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>	Unit Assistant (Human Resources)
<b>Level:</b>	Temporary Staff
<b>Reporting to:</b>	Chief Operating Officer
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	30 months

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## **FUNCTIONS OF THE POSITION**

Under the general guidance of the Chief Operating Officer, the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Unit.

## **DUTIES AND RESPONSIBILITIES**

- Prepare letters, verbal notes, circular notes, emails, memoranda, reports, employment-related correspondence, and other documents in three (3) official languages of the ACS - Spanish, English and French (where applicable), and follow up on correspondence sent;
- Provide administrative support for recruitment and selection processes, including scheduling interviews, communicating with candidates, preparing interview packages, maintaining recruitment records, and assisting with onboarding activities;
- Assist with the preparation, maintenance, organisation, and secure management of personnel files, leave records, HR databases, and other confidential physical and electronic records in accordance with established ACS policies, procedures, and records management standards;
- Assist with the monitoring and preparation of reports relating to employee absenteeism, leave, attendance, and tardiness;
- Assist with monitoring employment contract dates, probationary periods, appraisal timelines, and other HR-related deadlines, and bring pending matters to the attention of the Chief Operating Officer;

- Provide administrative support for employee onboarding and separation processes, including preparation of employment documentation, orientation materials, staff notifications, access requests, and records updates;
- Assist with the coordination of staff performance appraisal exercises, including circulation, tracking, filing, and follow-up of appraisal documentation;
- Assist with the administration of employee benefits and insurance-related matters, including health insurance enrolment documentation, updates, claims processing support, and travel insurance coordination;
- Assist with the preparation of HR-related reports, staffing updates, recruitment summaries, leave reports, and other administrative reports as requested;
- Assist in coordinating work permits, exemptions, visa facilitation requests, diplomatic identification documentation, and related administrative processes for International Staff and Officials;
- Render logistical assistance, including the preparation, formatting, and proofreading of documents for meetings under the purview of the Budget and Administration Unit;
- Update databases of service providers, suppliers, contracts, and other administrative records as required;
- Provide courtesy translation of documents (approximately 2-3 pages);
- Manage and maintain physical and electronic records for the Unit in accordance with established ACS policies, procedures, and standards;
- Dispatch correspondence related to the official work of the Unit via mail, courier, hand delivery, and/or email when requested, and follow up as necessary;
- Manage Unit email correspondence and follow up on pending matters in a timely and professional manner;
- Liaise with the Administrative & Travel Assistant in arranging official appointments and manage the official agenda of the Chief Operating Officer in a timely, and conscientious manner, providing confirmations, regrets, reminders, and logistical coordination as necessary;
- Consult with the Administrative & Travel Assistant in preparing dossiers and administrative documentation for the official missions of the Chief Operating Officer, coordinating with other Directorates, Officials, related institutions, and personnel as necessary;
- Coordinate with the Information Technology (IT) Unit and Administration to facilitate onboarding arrangements, workstation setup, staff access requirements, and separation procedures where necessary;

- Assist in maintaining HR forms, templates, filing systems, trackers, and standard operating procedures for the effective functioning of the Unit;
- Support staff orientation sessions, training activities, employee engagement initiatives, and other internal administrative exercises as required;
- Assist the Chief Operating Officer with official administrative matters within the parameters of the organisation;
- Participate in ACS' official meetings, events, workshops, and conferences as designated;
- Assist with reception duties to relieve the Receptionist during scheduled breaks or in his / her absence from office;
- Prepare Rapporteur's Reports and Executive Summaries of ACS official meetings in compliance with established Agreements;
- Assist in the distribution and procurement of office stationery, machine equipment, kitchen supplies, and other administrative items, and assist in maintaining such equipment in proper working condition;
- Provide administrative assistance and support to the Chief Operating Officer, Human Resource Officer, Finance Officer, and Information Technology (IT) Officer as requested;
- Maintain strict confidentiality and professionalism in the handling of sensitive employee, organisational, and administrative information;
- Undertake any other related duties as may be assigned by the Secretary-General and / or Chief Operating Officer in support of the effective functioning of the Secretariat.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in Human Resources, Business Administration, International Relations, Public Administration, Management, or another relevant field. In the absence of a Bachelor's degree, relevant work experience will be evaluated and considered;
- Approximately (2) to three (3) years of relevant professional experience;
- 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;
- Knowledge of the mandate of the Association of Caribbean States and familiarity with the Greater Caribbean region would be considered an asset.

## **KNOWLEDGE AND COMPETENCIES**

- Excellent oral and written communication skills in at least two (2) of the official languages of the ACS;
- Strong interpersonal and customer service skills;
- Ability to handle sensitive and confidential information with professionalism and discretion;
- Knowledge of general administrative and human resource support procedures and practices;
- Strong organisational, coordination, and time management skills;
- Excellent attention to detail and accuracy in document preparation and record management;
- Ability to prioritise tasks and work effectively under pressure in a multicultural environment;
- Professionalism, diplomacy, and sound judgement in dealing with internal and external stakeholders;
- Ability to work independently with minimal supervision and collaboratively within a team environment;
- Strong records management and document control skills;
- Ability to prepare correspondence, reports, meeting documentation, and administrative records in a clear and professional manner;
- Ability to coordinate multiple assignments and follow through on pending matters in a timely manner;
- Knowledge of office administrative procedures and standard business practices;
- Proficiency in Microsoft Office Suite and Google Workspace productivity tools; and
- Ability to adapt to evolving organisational needs, procedures, and digital systems.

## **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, a Language Proficiency Assessment and a Written 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](#) 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.