



JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the below mentioned post for the Eleventh European Development Fund (11th EDF) Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime.

ADMINISTRATIVE ASSISTANT, IMPACS 11TH EDF PROJECT

OBJECTIVES OF THE PROGRAMME

The core objectives of the 11th EDF Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime are as follows:

- **Asset Recovery** - to build the CARIFORUM region's capacity in investigating and prosecuting crime and criminal activities to enable confiscation and seizure of the proceeds of crime in order to dismantle criminal networks;
- **Cybercrime** - to enhance detection and investigation of cybercrimes in CARIFORUM Member States, in compliance with international standards.

DESCRIPTION OF ASSIGNMENT

The Administrative Assistant will provide administrative support to the 11th EDF Programme and related work of the project. Such duties will include preparing reports, scheduling meetings, drafting correspondence, making official travel arrangements and organizing files related to the project.

SCOPE OF WORK

- Prepares and photocopies reports, project documentation, correspondence meeting agendas, documents, presentations etc.;
- Assists in formatting, editing and proofreading project documents, tender documents and contracts as may be required;
- Opens, sorts, records and distributes all incoming correspondence and fax messages and processes outgoing mail;
- Schedules meetings/conference calls and arranges the conference venues, meeting rooms, accommodation, transportation, room set-up and catering;
- Makes official travel arrangements and submits documents to support related payments;
- Arranges distribution of per diems, collects boarding passes and follows-up with meeting participants for outstanding documentation;
- Prepares and ensures the completion of meeting/workshop registration forms, attendance sheets and per diem collection registers;
- Establishes, maintains and/or improves manual and electronic filing systems for all project documentation;
- Assists with the tendering process which includes:
 - preparing the tender boxes and notices;
 - submitting registers;
 - preparing and copying of meeting documents and reports in accordance with EU rules and regulations;
 - providing administrative support to the Tender Clarification, Opening and Evaluation Meetings.
- Attends meetings, compiles and dispatches meeting reports and minutes;
- Maintains a register of suppliers/contractors and/or consultants of goods and services related to the project;
- Requests quotations from potential suppliers and performs price analysis;
- Orders office supplies and maintains office supplies inventory and is accountable for administrative stores of the project;
- Ensures the correct processes are followed in the application of administrative duties;

- Assists and guides the correct processes in the application and granting of contracts to various suppliers in accordance with EU rules and regulations;
- Verifies invoices, prepares payment requests and travel requisition forms, keeps statements of account and follows up with the incumbents;
- Ensures all goods and services are received in accordance with terms and conditions to be submitted for payment;
- Establishes and maintains a schedule with meeting/workshop dates, and sends event reminders;
- Maintains a schedule of vacation dates for the project staff;
- Manages telephone calls and emails related to the work of the Project Unit;
- Responds to general requests for information or inquiries made by internal and external stakeholders;
- Monitors the income and expenditure of the project;
- Updates 11th EDF Work Plan as required periodically and tracks project milestones;
- Maintains a fixed asset register for the project;
- Monitors and reports faults or schedules the service or maintenance of office equipment (fax machines, photocopiers, scan printers) assigned to the project;
- Assists in implementing communication and visibility (C&V) activities as outlined in the C&V Plan;
- Undertakes other duties which may arise or as may be delegated from time to time, appropriate to the grade of the post.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Social Sciences, or related field from a recognized University and/or any equivalent combination of experience and training;
- At least of three (3) years' work experience in providing administrative support;
- Extensive knowledge of Microsoft Office Suite evidenced by certification;
- Some experience and/or training in a procurement environment will be an asset;
- Some experience and/or training in a project environment will be an asset;

- Excellent written and verbal communications skills;
- Excellent phone etiquette and professional demeanor;
- Ability to use initiative;
- Ability to multi-task and handle a high volume of work and function in a high-pressured environment;
- Ability to work well independently and collaboratively;
- Ability to maintain a high level of confidentiality.

LOCATION

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

START DATE

Proposed start date: 1 May 2019

SUBMISSION OF APPLICATIONS

All applications are to be received by CARICOM IMPACS no later than **11 FEBRUARY 2019** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: careers@carimpacs.org ; or
- Mail: The Executive Director (Ag.) PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted