



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 World Customs Organization (WCO) Caribbean Customs Small Arms and Light Weapons and Narcotics Enforcement Project.

EXECUTIVE ASSISTANT (PROJECT) Joint Regional Communications Centre (JRCC)

OPEN TO BARBADOS NATIONALS AND RESIDENTS ONLY

JOB SUMMARY

The Executive Assistant (Project) will work closely with Assistant Director, Strategic Services and the Programme Coordinator to provide a wide range of administrative and special projects support.

He/she will report to the Assistant Director, Strategic Services.

DUTIES AND RESPONSILITIES

Main Duties:

- Assists in drafting, formatting and editing of confidential documents, correspondences, minutes, agendas, invitations and presentations as may be required.
- Binds and makes copies of documentation including confidential documents, reports, presentations, checklists, correspondences, spread sheets and so on.

- Plans, organizes, compiles, collates, analyses and presents data on subject as requested or envisaged by the Executive Director and/or the Project Supervisor.
- Establishes and ensures file and document registers and the manual and electronic filing systems are up to date.
- Opens, sorts, records and submits all incoming correspondences and fax messages
- Checks correspondence for urgent matters and marginal instructions and brings these to the attention of the Executive Director and/or the Project Supervisor as appropriate;
- Assists in planning and organizing of the work schedule and appointments of the Executive Director and relevant project staff relating to assigned Project activities.
- Work closely with other relevant Departments, schedules the travel for IMPACS and Project staff representing the Agency at various workshops, conferences and meetings both regionally and internationally.
- Take notes/minutes at meetings.
- Undertakes follow-up activities in respect of meetings, workshops and conferences with guidance from the Executive Director and/or the Project Supervisor.
- Undertakes the tracking of work activities, the progress of on-going works/projects/programmes and activities relating to decisions taken/finalized with guidance from the Executive Director or assigned Project Supervisor as required.
- Liaises internally with staff, externally with public and private organizations both local and foreign, in the gathering of data and dissemination of information as circumstances dictate;
- Answer phone takes messages or answers all routine questions/inquiries.
- Assists other Executive staff members with the drafting, formatting, editing, copying and binding of confidential documents, correspondences, minutes, agendas, invitations and presentations as may be required.
- Undertakes other duties, which may arise or as may be delegated from time to time, appropriate to the grade of the post.

Project Support:

- Assists with the drafting of Project documents and reports for relevant stakeholders.
- Establishes, maintains and/or improves manual and electronic filing systems for all project documentation.

- Assists with the tender processes.
- Attends meetings, compiles and dispatches meeting reports and minutes.
- Maintains a register of suppliers/contractors and/or consultants of goods and services related projects.
- Requests quotations from potential suppliers and performs price analysis.
- Verifies invoices, prepares payment requests and travel requisition forms, keeps statements of account and follows up with the incumbents.
- Establishes and maintains a schedule with project event/meeting/workshop dates, and sends event reminders.

Communications:

- Assists in promotion matters, including contribution to publications and communication (media releases, photographs, videos; and supporting projects communication and visibility plans.
- Assists with maintaining contacts with key agency stakeholders including international and regional organisations, Ministers and Permanent Secretaries, Heads of Operational entities.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Management Studies, or related field from a recognized University or any equivalent combination of experience and training;
- At least of five (5) years' work experience in providing high level administrative support in a project environment;
- Experience in working at customs and/or law enforcement and/or border security agencies would be an asset;
- Experience in working at regional or international organisations will be an asset
- Experience in organising workshops or events at national/regional/global levels
- Extensive knowledge of Microsoft Office Suite evidenced by certification;
- Excellent written and verbal communications skills;
- Excellent phone etiquette and professional presentation;

- Ability to multi-task and handle a high volume of work and function in a high-pressure environment;
- Ability to work well independently and collaboratively;
- Ability to maintain a high level of confidentiality.

LOCATION

Executive Assistant (Project) will be based at IMPACS' sub agency, JRCC in Barbados.

SUBMISSION OF APPLICATIONS

All applications are to be received by CARICOM IMPACS no later than **19 DECEMBER 2021** 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 PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

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