



**Caribbean Community
Climate Change Centre**

"Building resilience. Securing our future."

A vacancy exists for three (3)

**Programme Administrative
Assistants (PAAs)**

**at the Caribbean Community
Climate Change Centre.**



TERMS OF REFERENCE

Job Title	Programme Administrative Assistant (PAA)
Unit	Programme Development and Management Unit (PDMU)
First Reporting	Lead Project Manager
Second Reporting	Head, PDMU
Liaise with:	Programme team members and other Centre's staff

1. General Description of the Post:

The Project Administrative Assistant (PAA) as an integral part of the PDMU and provides direct assistance to the unit in ensuring effective and efficiency project and programme implementation. S/he is primarily responsible for providing administrative assistance in general programme implementation and management. The PAA also supports the PDMU in liaising with other units internally and where necessary, with external counterparts of projects and programmes. Additionally, the PAA provides direct support to project and programme managers in managing financial aspects of related projects and programmes. Furthermore, the nature of the work requires that the PAA be able to function well in a fast-paced environment with great care given to details and deadlines.

2. Main duties and responsibilities:

The functions of the PAA falls under two main streams of work: a) administrative, and b) financial. To this end, the PAA is expected to support the PDMU in:

- i. Making and transferring incoming calls, arranging meetings and appointments with various departments, stakeholders, etc.
- ii. Photocopying, scanning, collating, printing, filing, sending faxes, making travel arrangements
- iii. Operating office equipment (scanners, printers, fax, telephone, etc.) as is necessary.
- iv. Managing office supplies for the PDMU.
- v. Establishing and managing the electronic and paper-based filing systems
- vi. Preparing documents for meetings and minutes of project meetings.
- vii. Managing inward and outward correspondence of the PDMU to ensure timely and accurate receipt and dispatch of the same. Additionally, assist in information sharing and filing ensuring that appropriate follow-up actions are taken.
- viii. Assisting the PDMU personnel with their travel arrangements, travel requisitions, booking of tickets and hotel accommodations, other logistics, and reconciling travel in a timely manner and as may be necessary
- ix. Preparing of requests for goods and services, payment memos and maintaining accurate related financial records.

- x. Assisting project/programme managers in performing budget cycle: planning, preparation, revisions, and budget execution.
- xi. Assisting project managers in monitoring project expenditures, with due attention to ensuring requisite authorization is obtained and complied with.
- xii. Liaising with the Finance Unit, when the project managers are otherwise occupied, in following up with requests for payments, answering to queries, etc.
- xiii. Any other duties as assigned.

3. Qualifications, skills and required competencies.

The PAA should be highly motivated with proven ability to work as part of a team in a fast-paced environment and where necessary, to also function with minimal supervision.

Education:

- Preferably a First Degree in Business Administration, Management, or other related area.
- *An Associate Degree in Business Administration, Management, or other related area will be considered, with strong 10 years' experience in the related required work as listed below.*

Work experience:

- At least five (5) years of experience providing administrative and financial assistance, of which preferably; experience in project administration in an international organisation or development setting.

Language proficiency

- Fluency in written and spoken English.
- Knowledge of a second language is a plus.

Required skills:

- Computer literacy (Microsoft Office, MS Excel, Internet) is essential. Working knowledge of Microsoft Teams and Zoom is also desirable.
- Familiarity with basic financial management/bookkeeping for development projects would be an advantage.

Required competencies:

Professionalism.

- Demonstrated ability to manage processes and maintain accurate records.
- Ability to work independently or part of a team and to maintain a calm demeanour.
- Willingness to work flexible hours and to travel where such is required.
- Strong sense of initiative, discipline, and self-motivation to demonstrate a sense of self-assuredness, combined with cultural and gender sensitivity.

Planning and Organising

- Demonstrated effective organisational skills, prioritising, and ability to handle work in an efficient and timely manner.
- Demonstrated ability to coordinate tasks to meet deadlines.

Teamwork

- Good interpersonal skills.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Demonstrated ability to develop and maintain effective work relationships with counterparts.

Communication

- Ability to write in a clear and concise manner and to communicate effectively orally.

SUBMISSION OF APPLICATION

a. Deadline for applications

Eligible candidates should submit:

- Motivation letter outlining how your experience, skills, qualifications, and professional associations fit with the required job description.
- Detailed Curriculum Vitae or Résumé with full details of experience, achievements, qualifications, and names (include copies of Degrees and certificates).
- Proof that nationality is that of a CARICOM Member State with residence in Belize.
- Three (3) reference letters of which at least two (2) should be from past employers and the other as character reference.

b. How to Apply

Applications should be clearly identified as – “Vacancy for Programme Administrative Assistants” in the subject matter of the email and be submitted as one PDF file (in the order listed above) via an email to:

Ms. Ethlyn Valladares
Human Resource Administrator
Caribbean Community Climate Change Centre (CCCCC)
3rd Floor, David L McKoy Business Center, Bliss Parade
Belmopan City, Belize
Phone: + (501) 822-1094 or 1104

Email: hr@caribbeanclimate.bz

c. Deadline for submission of application: 1:00pm on Friday 17th March 2023 Belize Time (GMT-6). Incomplete packages and late applications will be rejected.

A short list will be derived based on the experience and qualifications as determined based on submissions.

Only candidates who are short-listed will be contacted.

The CCCCC is committed to achieving workforce diversity in terms of gender and culture. ALL qualified individuals are equally encouraged to apply.