



Job Opportunity: Secretary/Administrative Officer, CDERA Coordinating Unit

Competition Reference No.	CDERA-CU/HR/05
Application Deadline Date	September 4 th . 2009
Duration	18 Months
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Response Agency

Open To:

All employees of CDEMA Coordinating Unit and to citizens and permanent residents of Barbados.

Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

Information Notes:

1. We wish to thank all applicants for their interest in the position; however, only suitable applicants will be contacted for an interview.
2. Please send Cover Letter and Resume to cdera@caribsurf.com . Two Reference Letters and certificates must be forwarded: Attention: Human Resource Manager: to Fax No. (246) 425-8854.

JOB DESCRIPTION – SECRETARY/ADMINISTRATIVE OFFICER

1.0 FUNCTIONAL RELATIONSHIPS

The Secretary works under the direction of and reports to the Senior Programme Officer, and collaborates with other staff members of the Agency.

2.0 SUMMARY

The Secretary shall be responsible for the administration of the project ensuring the smooth, timely and reliable flow of information between the Senior Programme Officer, the broader CU functional units and stakeholders. Will provide the human resources interface between project personnel and the Human Resources Manager.

3.0 DUTIES AND RESPONSIBILITIES

The Secretary:

- 3.1 Supports office management services to the project within the administrative systems of the CU;
- 3.2 Proactively liaises with and supports the Senior Programme Officer in maintaining close and cooperative working relationships with the agencies' internal and external stakeholders and strategic partners;
- 3.3 Develops and prepares non-routine reports, briefs and correspondence which may be highly sensitive and confidential in nature;
- 3.4 Provides professional customer service to internal and external customers;
- 3.5 Applies administrative processes and procedures to ensure the effective and efficient operation of project activities;
- 3.6 Oversees the scheduling and maintaining of the calendars and travel arrangements as assigned;
- 3.7 Provides administrative support to the Human Resources Department when the need arises;
- 3.8 Coordinates administrative arrangements for internal and external meetings and workshops related to the project;
- 3.9 Performs miscellaneous job-related duties as assigned;
- 3.10 Participates in the response activities of the Agency as may be required.

JOB DESCRIPTION – SECRETARY/ADMINISTRATIVE OFFICER

Merit Criteria:

Qualifications and Experience

- Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), Associate Degree in Business Administration or an equivalent qualification;
- At least five (5) years secretarial and administrative work experience.

Knowledge Skills and Experience

Knowledge of:

- MS Office Suite
- Office management principles and procedures
- Project management principles

Skills in:

- Records management and maintenance
- Creation of PowerPoint presentations
- Effective interpersonal, oral and written communication
- Program and administrative management
- The application of the overall mission of the department to the performance of executive support activities.

Ability to:

- Work effectively with a wide range of stakeholders in a diverse community.
- Plan, develop, and coordinate multiple assignments.
- Investigate and analyze information and to draw conclusions
- Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Foster a cooperative work environment.
- Analyze and solve problems.
- Develop, plan, and implement short- and long-range goals.

Language Requirements:

- Good knowledge of English
- Any other language skills would be an asset.