

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



VACANCY NOTICE

EXECUTIVE ASSISTANT TO THE PRINCIPAL

Deadline for submission of applications is 28th June, 2022 at 11:59 PM AST

The Caribbean Institute for Meteorology and Hydrology (CIMH) is seeking to recruit an 'Executive Assistant' who will be assigned to the Administration Section. The successful candidate will be based at CIMH's office located in Husbands, St. James, Barbados.

ABOUT THE CIMH

The CIMH is an Institution of the Caribbean Community (CARICOM) and the technical Organ of the Caribbean Meteorological Organization (CMO) that is managed by a Board of Governors comprised of representatives from the sixteen (16) CMO Member States¹.

The mandate of the CIMH is "to assist in improving and developing the Meteorological and Hydrological Services as well as providing the awareness of the benefits of Meteorology and Hydrology for the economic well-being of the Member States of the CMO. This is achieved through training, research, investigations, and the provision of related specialized services and advice".

In achieving its mandate, the CIMH in 1973 established an affiliation with the University of the West Indies in which its primary responsibility is the delivery of the B.Sc. programme in Meteorology in the Faculty of Pure and Applied Sciences. The CIMH is recognized regionally and globally as:

- The World Meteorological Organization (WMO) Regional Training Centre for the Caribbean;
- A centre for applied research and development in meteorology, hydrology/water resources, climatology and related areas including disaster risk reduction and impacts forecasting;
- The WMO Regional Instrument Centre for the Caribbean;
- A WMO Centre of Excellence for Training in Satellite Meteorology;

¹ These include: Anguilla, Antigua and Barbuda, Barbados, Belize, British Virgin Islands, Cayman Islands, Dominica, Grenada, Guyana, Jamaica, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, and the Turks and Caicos Islands.

- The WMO Regional Climate Centre (RCC) for the Caribbean;
- The Caribbean Centre for Climate and Environmental Simulations;
- The Climate Data Archive for CMO Member States;
- The Pan American Centre for the WMO Sand and Dust Storm Warning Advisory and Assessment System (SDS-WAS);
- Caribbean Regional Marine Forecast Support Centre;
- An advisor to the governments of CMO Member States.

SCOPE OF WORK

The Executive Assistant provides secretarial and administrative support to the Principal and the Board of Governors (upon request). The Executive Assistant may on occasions be required to support the activities of Heads of Section to ensure the smooth and efficient running of the Institute.

KEY RESPONSIBILITIES

1. Manage the Principal's diary, ensuring no conflicts between events;
2. Handle all incoming telephone calls and manage incoming and outgoing mail including email;
3. Manage the Principal's travel schedule;
4. Draft and/or edit internal and external correspondence;
5. Assist with the preparation of high-quality reports, presentations and other material;
6. Improve quality results by studying, evaluating, and re-designing processes and systems and implement changes after consultation with the Principal;
7. Perform any other assigned duties as required.

QUALIFICATIONS, EXPERIENCE AND OTHER REQUIREMENTS

1. A minimum of a Bachelor's Degree in the Social Sciences or Natural Sciences. Secretarial or other office professional designation – e.g., Administrative Corporate Secretary Certificate or higher is preferred;
2. At least five (5) years' experience in a similar position. Previous experience within an educational environment is preferred;
3. The individual maybe required to travel overseas and therefore should have a valid passport.
4. A valid driver's license and be able to provide their driving history for insurance purposes if requested;
5. A valid Police Certificate of Character from jurisdictions where one previously resided.

KEY COMPETENCY REQUIREMENTS

Given the regional and interdisciplinary nature of CIMH's work, the successful candidate should possess:

1. Working knowledge of modern office practices, procedures and equipment;
2. Proficient in the use of Microsoft Suite (Word, PowerPoint, Excel, and Outlook) and common online meeting platforms (e.g., "Zoom" and "Microsoft TEAMS");
3. Excellent interpersonal, written, and oral communication skills;
4. Extremely detailed oriented with exceptional proofreading and editing skills;
5. Proven ability to effectively prioritise workflows and work efficiently under pressure;
6. Ability to exercise good judgement, show initiative and be proactive;
7. High standards of ethics and confidentiality to handle sensitive information;
8. A high level of self-motivation coupled with flexibility and a solution-focused approach;
9. Ability to travel regionally and internationally;

PHYSICAL DEMANDS

The position requires the ability to sit for extended periods of time; physical agility to lift up to 25 pounds to shoulder height; the ability to bend, stoop, climb stairs, and reach overhead.

DURATION & EXPECTED START DATE

This is a full-time permanent position. The preferred start date is 25th July, 2022 or as soon as possible thereafter.

APPLICATION SUBMISSION REQUIREMENTS

Interested and qualified candidates should submit an application letter accompanied with a Curriculum Vitae **and** letters from two (2) professional references **via email** to hrdept@cimh.edu.bb on or before **28th June, 2022 at 11:59 PM AST**. The subject of the email should read "**Executive Assistant**" and be addressed to:

The Principal
Caribbean Institute for Meteorology and Hydrology
Husbands, St. James BB23006
BARBADOS

NB: Only satisfactory applications will be acknowledged; preference will be given to nationals of CMO Member States. If selected for an interview, evidence (a copy) of any educational and professional qualifications will be required to support the application. All appointments will be subject to satisfactory background checks and references.