

CARIBBEAN INSTITUTE FOR METEOROLOGY AND HYDROLOGY



VACANCY NOTICE

ADMINISTRATIVE OFFICER IV

Applicants are invited from suitably qualified persons who are trustworthy and have exceedingly good customer service skills for the post of Administrative Officer IV, which is a Junior Administrative Assistant position, at the Caribbean Institute for Meteorology and Hydrology (CIMH), Husbands, St. James, Barbados. CIMH is the technical organ of the Caribbean Meteorological Organisation (CMO) as well as an Institution of the Caribbean Community (CARICOM). CIMH is also an affiliate of the University of the West Indies.

DUTIES AND RESPONSIBILITIES:

- A key point of contact for internal and external partners and clients.
- Document preparation and management:
 - Filing, archiving and retrieval of documents;
 - Preparation and dissemination of correspondence.
 - Assist staff with preparation and dissemination of correspondence;
- Support for accounting and financial services:
 - Logging incoming vendor invoices and allocating for payment;
 - Assisting with internal and external audits of the organization;
 - Assist with financial management tasks including reconciliations and VAT submissions;
 - Assist with the preparation of Bank documents for financial transactions;
 - Entering of financial data accurately and preparing associated vouchers;
 - Assist in maintaining updated payroll deductions listing.
- Coordinating collection and delivery of packages.
- Coordinating business travel for technical staff.
- Any other related duties to the position as delegated by the Supervisor, Head of Section or the Principal.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Trustworthy.
2. Excellent interpersonal skills.
3. Ability to communicate both in writing and orally.
4. Ability to be part of a team.
5. Attitudes to facilitate conflict resolutions.

6. Ability to use tact, good judgement, discretion and initiative.
7. Excellent telephone etiquette.
8. Knowledge of accounting principles.
9. Ability to prioritize and meet deadlines.
10. Ability to work independently without continuous supervision.

QUALIFICATIONS:

1. An Associate Degree or Diploma in Business Studies, OR a related field, with at least 5 years' experience. Suitably qualified persons with at least 5 years' experience performing similar tasks to those listed are encouraged to apply.
2. Working knowledge of QuickBooks
3. Proficiency in Microsoft Word and Excel
4. Working knowledge of FileBound would be an asset.
5. The incumbent must hold a valid police certificate of character.

An attractive remuneration package including a non-contributory medical plan will be offered. The successful candidate would have the option to join the pension plan. The salary scale for the position is 2093 x 144 – 2957.

The successful candidate will be required to commence work on June 03, 2019 or soon thereafter. The closing date for applications is April 08, 2019. Applications accompanied with Curriculum Vitae should be sent to:

The Principal
Caribbean Institute for Meteorology and Hydrology
Husbands
St. James BB 23006
Barbados
Tel: 246 425 1362/65 E-mail: hrdept@cimh.edu.bb

Letters from two referees should be sent directly to the Principal and received on or before the closing date for applications.