



ClimSA

INTRA-ACP CLIMATE SERVICES AND RELATED APPLICATIONS PROGRAMME

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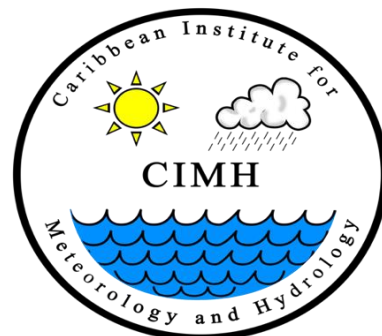


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INTRA-ACP CLIMATE SERVICES AND RELATED APPLICATIONS PROGRAMME

Terms of Reference: CIMH/CLIMSA-003

Post of Administrative and Finance Assistant for the Climate Services and Related Applications(ClimSA) Caribbean Programme



Contact:

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ADMINISTRATIVE AND FINANCE ASSISTANT

Closing Date: June 22, 2022

1. DETAILS OF THE POST

Applications are invited from interested and suitably qualified nationals of CARIFORUM Member States¹ fill the above-mentioned position at the Caribbean Institute for Meteorology and Hydrology (CIMH) with assigned duty station in Barbados. However, it is recognized that the on-going global COVID-19 pandemic may limit initial travel to the duty station.

2. FUNCTIONS OF THE POST

Under the direction of the Programme Manager and as designated by the Principal of the CIMH and the Head of the Regional Climate Centre (RCC), the Administrative/Finance Assistant will be responsible for administrative and finance duties under the Caribbean Intra-ACP Climate Services and Related Applications (ClimSA) Programme.

3. QUALIFICATIONS AND EXPERIENCE

Candidates should possess:

1. At least an undergraduate degree or equivalent in business administration, management, finance, accounting, economics, or a related field.
2. At least five 5 – 10 years' experience of progressively responsible experience in programme or programme administration and finance.
3. At least 2 – 5 years working in any of the following institutions would be an asset:
 - A Caribbean or an international agency;
 - A multi-national/development partner organization;
 - A relevant public sector entity (Ministries/Statutory bodies);
 - An institution whose core business is development;
 - An institution which managed or implemented EU funded programmes or projects.

The following competencies and knowledge skills are also critical to the success of the role:

- (a) Knowledge and experience in Microsoft Office Suite tools;
- (b) Critical thinking and solutions oriented;
- (c) Excellent stakeholder management skills;
- (d) Knowledge of European Commission Aid Delivery Methods Management: Project Cycle Management
- (e) Excellent planning, organization and communication skills

¹ Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.



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4. DUTIES AND RESPONSIBILITIES

Under the direction of the Principal, the Head of the RCC and the Programme Manager, ClimSA Caribbean, the Administrative/Finance Assistant will be required to perform duties as detailed below:

Administrative management:

- Pro-actively contribute to day-to-day programme implementation and ensure conformity to expected results and programme work-plans
- Maintain programme correspondence and communication as well as programme filing system;
- Collect, register and maintain all information on programme activities
- Contribute to the preparation and implementation of progress reports.
- Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the programme activities and write minutes from the meetings.
- Provide support as appropriate to national and international consultants in the implementation of their tasks for the achievement of programme results
- Maintain records (contract management system) on all national and international consultants and their respective status (contracts, TORs, payment schedules – if appropriate, etc.) in accordance with accepted policies and procedures.
- Assist in logistical organization and coordination of programme meetings (such as Programme Steering Committee), training and workshops and any other related event. This includes:
 - The administration and provision of secretarial support to meetings (including the drafting of minutes of Programme Committee meetings and other applicable meetings)
 - Developing and disseminating invitations for events
 - Supporting coordination of meeting/event arrangements including follow up with participants on attendance and assist with logistics for transportation, venue and catering where required.
 - Preparation and/or collation of documents for the events/meetings
 - Compiling meeting documents, e.g., folders, name tags, participants lists/sign-up sheets as required

Financial management:

- Support the preparation of payment requests for programme expenses, and follow-up on finalization of these payments against programme budgets and work plans.
- Support the preparation of programme work-plans plans and financial planning processes.
- Monitor programme activities, budget and financial expenditures and maintain a proper record of approved programme budgets and their revisions and updates work plans and budgets
- Follow-up on timely donor disbursements
- Prepare and submit expenditure and programme budget status reports
- Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services.
- Undertake other financial and administrative tasks basis.
- Proper control of the supporting documents for payments and financial reports for the programme

Procurement:

- Support the administrative aspects of procurement and recruitment activities;
- In accordance with the work plan/procurement plan support procurement of equipment, supplies and services.
- Work with national counterparts in the maintenance of records over programme equipment inventory.

Travel:

- Provides support to staff traveling on the programme focusing on achievement of the following:
 - Administration and coordination of travel arrangements – including processing of travel vouchers, air travel bookings, hotel reservations and any other travel related documents (
 - Conducting follow-up with invited speakers and participants regarding confirmation of participation



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5. ADDITIONAL REQUIREMENTS

The successful candidate should also be able to demonstrate:

- (a) Professionalism:
 - Ability to identify issues/concerns, analyse and participate in the resolution of issues/concerns.
 - Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
 - Shows pride in work and in achievements; demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- (b) Teamwork:
 - Works collaboratively with colleagues to achieve programme goals; solicits input by genuinely valuing the ideas and expertise of others; is willing to learn from others
 - Places team agenda and goals as priority and supports and acts in accordance with final group decisions.
- (c) Planning and organising:
 - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; showcases ability to meet deadlines and prioritize multiple tasks
 - Allocates appropriate amount of time and resources for completing work
 - Foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- (d) Experience working in a multi-cultural environment of strong cultural IQ
- (e) Excellent interpersonal and communication skills;
- (f) Ability to work independently;
- (g) Ability to work with an interdisciplinary team;



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6. EMOLUMENTS AND BENEFITS

Compensation will be commensurate with academic background and experience. A non-contributory medical plan is being offered.

7. DURATION & EXPECTED START DATE

The position is available for 2 years in the first instance, starting preferably in July 2022 or as soon as possible thereafter.

8. APPLICATIONS

Interested candidates are required to submit applications (Cover letter, curriculum vitae, certificates, and the contact information for two professional referees) addressed to:

David A. Farrell, Ph.D.
Principal
Caribbean Institute for Meteorology and Hydrology (CIMH)
St. James BB23006
Barbados

Send via email to hrdept@cimh.edu.bb by the deadline for the submission June 22, 2022.