Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Administration Assistant

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Administrative Assistant will assist the Finance and Personnel Officer in managing the CREAD office and will provide administrative support to the senior management team.

RESPONSIBILITIES:

- Assists the Finance and Personnel Officer in managing the administrative operations of CREAD;
- Receives, registers and disseminates all incoming and outgoing communication;
- Responsible for office supplies management;
- Responsible for minor procurement activities;
- Responsible for maintaining a phone master file;
- Searches and retrieves office files, and reproduces documentation and background material for reference and action by CEO, COO and Administrative Manager, as and when required;
Maintains the internal information system of CREAD;
- Makes logistic and administrative arrangements for seminars, workshops, briefings and related activities;
- Assists the Administrative Manager in producing reports and work plans;
- Any other responsibilities or functions deemed necessary by the CEO, COO or Administrative Manager

QUALIFICATIONS:

- Post-secondary certificate and professional training in Business Administration, Finance, Office Management, Human Resources or a related field;
- At least three years of relevant working experience;
- Competence with MS Word, MS Excel, Power Point, and MS Outlook.
- Sound judgment and the ability to work with minimal direction;
- Self-motivated, with the ability to work under pressure;
- Very strong communication skills;
- Fluency in English;
- Creative and pragmatic approach to problem solving;
- Well-organized and strong attention to details.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.

Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.

Good Citizenship
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment
LOCATION, START DATE AND DURATION OF ASSIGNMENT

The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

EXPRESSION OF INTEREST

Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org