Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Driver/Messenger

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 Driver/Messenger- will assist the Finance and Personnel Officer in managing the logistics of the CREAD office and operations and will provide support to the senior management team.

RESPONSIBILITIES:

- Reports to the Finance and Personnel Officer
- Undertakes assigned driving duties
- Collects and delivers post, packages and supplies
- Responsible for the management of the CREAD car pool in terms of maintenance and cleaning
- Assists in administrative and logistics tasks in the office
- Any other responsibilities or functions deemed necessary by the CEO, COO or Administrative Manager
QUALIFICATIONS:

- Clean Driver’s license
- At least 3 years’ experience in a similar role
- 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