

JOB DESCRIPTION

Job Title: Executive Administrative Assistant

Reports To: Director (Ag.), Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean

Job Summary

The incumbent provides administrative support to the Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) based at # 8 Alexandra Street, Port of Spain, Trinidad and Tobago. The incumbent is expected to report to office daily.

The incumbent would be responsible for providing senior administrative support for the Centre and for the day-to-day management of the Centre's administrative and financial procedures, processes, practices, and routine activities.

Major Duties and Responsibilities

- Maintain records of all income and expenditure of the Centre, including making entries into the Centre's accounting system on a timely basis.
- Prepare monthly reports of income and expenditure of the Centre or as required by the Director i.e., Management Accounts.
- Prepare monthly reports on income and expenditure related to the execution of projects by the Centre and reporting same to the Director and the external project funding agency as required under contract.
- Arrange all business travel of the staff of the Centre, including arranging flight tickets, hotel accommodation, daily subsistence allowances and other related arrangements.
- Liaise with the Host Country for the timely disbursement of subsidies and transfers to the Centre.
- Liaise with the Centre's bankers for the timely disbursement of funds, payment of staff salaries and weekly reconciliation of accounts.
- Liaise with the Centre's external Accountants to ensure that annual financial audits of the Centre's accounts are done and reported to the Host Country in a timely manner.
- Perform general HR functions pertaining to leave administration and assisting in the administering of the Centre's HR Policy.

Parties consenting to be served by the Centre:

- Create and Maintain the Centre's document filing and data management systems.
- Type documents (in accordance with established procedures) as required for the Centre including letters, memoranda, briefs and reports as directed by the Director and dispatches same as requested.
- Attend internal and external meetings and prepare draft minutes.
- Assist in arranging meetings and appointments by contacting persons internally and externally and/or communicating with members of the public
- Make all arrangements for the successful hosting of meetings, seminars, workshops, and conferences held by the Centre including arranging suitable venues, delegate accommodations, catering, and other related arrangements.
- Procure goods and services, office equipment, furniture, stationery, cleaning supplies and other consumables that would be necessary for the proper functioning of the Centre
- Maintain an inventory of all equipment and consumables of the Centre
- Perform any other related duties.

Minimum Qualifications and Experience

- Proven work experience as an Executive Assistant. Minimum of five (5) years' experience in said role.
- Knowledge of office management systems and procedures.
- MS Office, Accounting Software and English proficiency
- Diploma or Certification in Personnel Administration, Office Management, or related Administrative certification.

Required Skills and Competencies

- Good oral and written communication skills
- Computer literate, inclusive of proficiency in Microsoft Office
- Strong interpersonal skills
- Team oriented

Submission

Interested persons are invited to apply by submitting a cover letter and CV via **email** with the following caption – *Executive Administrative Assistant Application, Name of Applicant to:*

Ms. Jewel Batchasingh

Director (Ag.)

Basel Convention Regional Centre for Training and

Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org

The deadline for the submission of applications is 11:59pm (Trinidad and Tobago, GMT -4) on **March 28th, 2021**. Any submissions received after this time will be immediately rejected.

NB: ONLY SHORTLISTED APPLICANTS WILL BE NOTIFIED.