

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Unit Assistant - Office of the Chief of Staff
Level:	Temporary Staff
Reporting to:	Chief of Staff
Type of appointment:	Full time
Duration of appointment:	30 months

1. FUNCTIONS OF THE POSITION

Under the general supervision of the Chief of Staff, the Unit Assistant provides administrative, logistical, and coordination support to the Chief of Staff and the Office of the Secretary-General, ensuring timely coordination, effective information flow, and high-quality administrative and logistical support.

2. DUTIES AND RESPONSIBILITIES

A. Administrative and Executive Office Support

1. Provide administrative support to the Chief of Staff in the daily operations of the Office of the Chief of Staff.
2. Assist with the preparation of briefing materials, meeting dossiers, correspondence and documentation required for the Chief of Staff and the Office of the Secretary-General.
3. Draft letters, emails, notes and other correspondence in accordance with ACS standards and ensure timely follow-up on official communications.
4. Maintain and organise electronic and physical records for the Office of the Chief of Staff in accordance with established ACS records management procedures.
5. Manage the scheduling and coordination of meetings, appointments and engagements for the Chief of Staff, including preparation of meeting agendas and background documentation.
6. Assist in monitoring action items, decisions and follow-up tasks arising from meetings involving the Chief of Staff and the Office of the Secretary-General.
7. Support the coordination of information flow between the Office of the Secretary-General and other Directorates and Units of the Secretariat.
8. Prepare the Value Added Tax (VAT) Returns for the Chief of Staff.

B. Conference and Meetings Support

9. Assist in the planning and logistical coordination of ACS statutory meetings, conferences, workshops and official events.
10. Support the preparation and dissemination of meeting documentation including invitations, agendas, programmes, participant information and official correspondence in the three (3) official languages of the ACS where applicable.
11. Assist with the preparation of meeting logistics including venue arrangements, meeting room layouts, participant registration, signage and related coordination.
12. Maintain and update the ACS Calendar of Meetings in coordination with the Chief of Staff, Directorates and relevant Units.
13. Assist with the preparation of meeting checklists, workplans and logistical tracking tools to support the planning and delivery of meetings and events.

C. Protocol and Diplomatic Support

14. Assist with protocol arrangements for official meetings and engagements involving Member States, Associate Members and Observer Countries.
15. Support the preparation of protocol documentation including seating plans, flags, nameplates, precedence lists and official programmes.
16. Assist with the coordination of logistical arrangements for delegations participating in ACS meetings and events.
17. Provide support during conferences, meetings and official functions to ensure the smooth execution of protocol and logistical arrangements.

D. Coordination and Documentation Support

18. Assist with the preparation and organisation of official documentation related to meetings, missions and high-level engagements.
19. Maintain records of official meetings, decisions, and related documentation for the Office of the Chief of Staff.
20. Assist in coordinating follow-up actions arising from meetings involving the Chief of Staff.

E. Other Duties

21. Provide general administrative support to the Office of the Chief of Staff and the Office of the Secretary-General, as required.
22. Perform other related duties as assigned by the Chief of Staff and/or the Secretary-General to support the effective functioning of the Secretariat.

3. MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Business Administration, International Relations, Public Administration, Management, or another relevant field.
- At least two (2) to three (3) years of relevant professional experience in administrative support, executive office support, conference services, or event coordination.
- Experience supporting meetings, conferences or diplomatic engagements is an asset.
- Experience working in a regional or international organisation is desirable.

4. KNOWLEDGE AND COMPETENCIES

- Professionalism and integrity in a multicultural environment.
- Excellent organisational and administrative skills.
- Strong written and oral communication skills.
- Ability to manage multiple tasks and priorities.
- Attention to detail and commitment to quality.
- Ability to work effectively under pressure.
- Discretion and confidentiality in handling sensitive information.
- Proficiency in Microsoft Office and Google Workspace applications.

5. REMUNERATION PACKAGE

- A Monthly Salary of US \$1,206.32 (tax exempted).
- Group Health Insurance for the employee and dependants (if applicable).

6. ASSESSMENT

Evaluation of qualified candidates for this position will include a Competency based Interview, a Language Proficiency Assessment and may include a Written Assessment Exercise.

7. APPLICATION PROCEDURES

Candidates must present the following documents for consideration:

1. Full Curriculum Vitae.
2. University degree certificate(s).
3. Language Proficiency certificates (not native tongue).
4. Names and contact information of three (3) referees.

Applicants must complete the Applicant Job Profile Summary Form included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Applications must be addressed to:

H.E. Noemí Espinoza Madrid
Secretary-General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And be submitted via the ACS' website www.acs-aec.org or by email to: hr@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.