



**CONSULTANCY FOR
ADMINISTRATIVE ASSISTANT – PART-TIME**

Request for Applications for Administrative Assistant – Part-Time with CPDC

Call for Applications

Description: Administrative Assistant Part-Time

Location: Barbados

Nature of the Consultancy: Individual Candidate

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit organization headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations located across CARICOM. Our main modalities are research, advocacy, publications, public education, and institutional strengthening.

The CPDC wishes to engage the services of an Administrative team member who will be charged with assisting and providing administrative support to the work of the organization, as we execute our mandate.

The Terms of Reference is attached at Annex 1.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter to the attention of the Officer-In-Charge, Caribbean Policy Development Centre
- A copy of the applicant's Curriculum Vitae
- Completed Checklist (Annex II)

Submissions are to be sent to the Caribbean Policy Development Center via electronic mail – cpdcsubmissions@gmail.com and cpdc@caribsurf.com with subject line: Administrative Assistant Part-Time.

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **13th July 2023**.

CPDC will only respond to shortlisted applicants. Only persons meeting the criteria as outlined in the Terms of Reference should apply.



Annex I

CARIBBEAN POLICY DEVELOPMENT CENTRE

Terms of Reference

(Consultant)

Administrative Assistant – Part Time

1. BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit headquartered in Barbados and established in 1991. CPDC serves as a regional umbrella NGO for organisations comprising of small farmers, women, youth, Indigenous People, rural populations and faith based organisations located across CARICOM. CPDC also has strong networking partnerships with organisations of persons with disabilities, artisans, micro entrepreneurs, human rights, and workers. Altogether it serves some thirty-five (35) regional, sub-regional and national (local) NGOs working at the grassroots level in economic, social, and cultural areas in the Caribbean.

The organisation was mandated to work with NGOs and civil society to understand how policies affecting Caribbean people are made; to share information about policies and decision-making processes; to work to influence and bring change to the developmental process; and to support and to lobby for policies which improve the lives of Caribbean people. In fulfilling its mandate, the CPDC seeks to build the confidence and the ability of the Caribbean peoples to influence public policy.

Our main work modalities are research, training, advocacy, publications, public education, and institutional strengthening. CPDC is officially recognised, both regionally and internationally, as the principal representative of Caribbean NGOs working with such organisations as Christian Aid, CARICOM, Commonwealth Foundation, OXFAM GB, and Human Resources and Skills Development Canada (HRSDC), to affect change that would be beneficial to vulnerable groups and sectors in the Caribbean. CPDC is willing to work with new partners within governmental agencies to accomplish the goals of this project.

CPDC has successfully implemented a number of region wide projects during the past 26 years working with member organisations and networking partners within the civil society sector as well as government departments. Projects currently implemented by CPDC include:



1. The 2-year Inter-American Foundation (IAF) funded project entitled “Strengthening small farmer resilience to natural disasters in the Eastern Caribbean.”
2. The 2-year German Federal Ministry for Economic Cooperation and Development (BMZ) project entitled “multi-actor partnership on Climate and Disaster Risk Financing and Preparedness in the context of the InsuResilience Global Partnership” (MAPs)
3. The 2-year Open Society Foundations funded project entitled “Confronting the Debt Challenge within the Caribbean, Charting a Sustainable Path for Caribbean Development.”
4. The 29 months European Union funded project “Strengthening Civil Society’s Capacity to alleviate the impact of COVID-19 on vulnerable communities in Barbados and the Eastern Caribbean.”
5. The 26 months European Union funded project “Enhancing CARIFORUM’s Civil Society Capacity to Participate in National and Regional Development Programming and Policymaking.”

2. PURPOSE AND OBJECTIVE

The CPDC is committed to engaging the services of an Administrative team member who will be charged with assisting and providing administrative support to the work of the organisation.

The Administrative Assistant is expected to provide support services to the CPDC to ensure smooth implementation and execution and monitor project actions related to the CPDC grant contracts with regional and international donor partners. The successful candidate will be an external contractor to the project team to deliver project actions to various NGO partners across the region.

3. OBJECTIVES

General Objective

To provide administrative support to CPDC’s project team to improve the organisation’s capacity and project delivery.

Specific Objectives

- To support financial record keeping and reports for CPDC and its developmental projects
- To provide administrative services for the effective implementation of regional projects



- To assist in the preparation and review of organisational and project documents, including report writing, reviewing, and grammatical editing services

4. DUTIES AND RESPONSIBILITIES

Reception duties

- Answering the telephone, taking messages, clearing voicemail
- Receiving visitors to the organisation and directing them to relevant members of staff
- Responding to general queries from vendors and persons making enquiries about the organisation and/or its programme activities, in person, by phone or email
- Forwarding messages, email or otherwise, to relevant members of staff

Accounting duties

- Maintaining, preparing and facilitating accounts receivables/payables
- Filing of relevant financial documents
- Undertaking all bank transactions, including foreign transfers, deposits and accessing foreign exchange permissions
- Preparation and facilitating the signing of checks

General Administration

- Collection and recording of incoming and outgoing mail
- Ordering of supplies as necessary (stationery, stamps and cleaning supplies etc)
- Liaising with vendors to ensure the maintenance of the office, including cleaning staff, repair personnel
- Filing of relevant documents
- Photocopying and faxing documents
- Facilitating Correspondence
- Planning of Meetings as necessary

Assisting Management and Programme Department

- Maintaining service contracts
- Updating project files as necessary
- Formatting & editing of documents
- Preparation of letters as necessary
- General travel and Meeting coordination of conferences and workshops
- Assisting in the monitoring of project expenditure
- Adequately filing project documents as required.
- Any other duties as may be assigned.



Assisting with Social Media/Website Coordination

- Drafting/editing simple social media posters for online publication (e.g Canva, Bitly)
- Communicating with the web developer to ensure social media and online communications are adequately presented and/or marketed online

5. EDUCATION AND EXPERIENCE

Education:

- Bachelor's Degree in Management, Accounting or a related social science field and/or;
- Administrative Professional Secretary and Corporate Secretary

Experience:

- At least three (3) years of relevant administrative and financial record-keeping experience is required at the national, regional or international level (Required);
- Sound experience in the use of computers and office software packages (MS Word, Excel, etc.) (Required);
- Ability to work as part of a team (Required)
- Capacity to undertake analytical reviews and assessments of project support services (Required).
- Experience in providing support services for accounting and bookkeeping (asset).

6. PRESENTATION OF WORK

The Contractor will transmit all reports and documentation according to the agreed and established protocols of the organisation.

7. DURATION OF THE ASSIGNMENT

The assignment will be from 1st August 2023 to 31st July 2024. The Contractor is required to provide support services. The contract is subject to renewal based on the Contractor's performance and the support service needs of the organisation for the period 1st August - 31st July 2024.



8. ADMINISTRATION

The Contractor shall report to the CPDC Officer in Charge/Executive Director or their designate.

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail – cpdcsubmissions@gmail.com with the subject line: **Administrative Assistant – Part Time**

All applications must be submitted by 5:00 p.m. (UTC/GMT-4) on **13th July 2023**.