CALL FOR APPLICATIONS FOR ADMINISTRATOR (CONTRACTOR)

Call for Applications

Description: Administrator (Contractor) based in Barbados to provide key in-office administrative and financial support across all projects.

Location: Barbados

Nature of Contract: Contractor will be an individual candidate.

BACKGROUND

The Caribbean Policy Development Centre is a legally registered non-profit organisation 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 seeks to engage an Administrator (Contractor) to provide support across all CPDC implementing projects, helping to ensure efficient operations, sound financial management, and consistent support to programme delivery, as we execute our mandate.

The Terms of Reference is attached as Annex 1.

GUIDELINES FOR APPLICATIONS

Interested persons are requested to submit the following:

- A cover letter addressed to the attention of the Executive Director,
  Caribbean Policy Development Centre
- Full Curriculum Vitae
- Candidates are required to provide the names, positions, and contact details of at least two professional references who can verify their experience in administrative and financial management

Submissions are to be sent to the Caribbean Policy Development Centre via electronic mail – cpdcsubmissions@gmail.com subject line: **Administrator (Contractor)**. All applications must be submitted **by 5:00 p.m. AST** on **Wednesday 15 April 2026**.

Due to the volume of applications CPDC will respond to shortlisted applicants, based on the criteria set out in the Terms of Reference.

ANNEX I

CARIBBEAN POLICY DEVELOPMENT CENTRE

TERMS OF REFERENCE

ADMINISTRATOR (CONTRACTOR)

BACKGROUND

The Caribbean Policy Development Centre (CPDC) is a non-profit organisation, legally registered and headquartered in Barbados, established in 1991. CPDC serves as a regional umbrella organisation supporting a wide range of civil society groups across the Caribbean Community (CARICOM), including small farmers, women, youth, indigenous peoples, rural communities, and faith-based organisations. The Centre also works with organisations representing persons with disabilities, artisans, micro-entrepreneurs, and workers, addressing social, economic, and cultural challenges across the region.

CPDC's mission is to strengthen the capacity of civil society to engage in policy development, share information, and advocate for inclusive policies that improve the lives of Caribbean people. Its work includes research, training, advocacy, public education, publications, and institutional strengthening. Over the years, CPDC has developed strong partnerships with regional and international organisations, including CARICOM/CARIFORUM, the Commonwealth Foundation, and UN agencies.

The organisation has successfully implemented many regional and national projects in collaboration with civil society partners, development agencies, and government institutions. CPDC's projects are supported by a variety of funders and partners, including the European Union, the German Ministry for Economic Cooperation and Development (BMZ), the Open Society Foundation, the Climate Emergency Collaboration Group (CECG), the ClimateWorks Foundation (CWF), and others.

As CPDC continues to manage a diverse portfolio of projects, there is a strong need for dedicated administrative and financial support to ensure smooth coordination, compliance with donor requirements, and timely delivery of activities.

This Terms of Reference (TOR) seeks to engage an in-office Administrator (Contractor) based in Barbados to provide administrative and financial support across all CPDC projects, ensuring efficient operations, sound financial management, and consistent programme delivery.

PURPOSE AND OBJECTIVE

Under the direct supervision of the Executive Director, the Administrator (Contractor) provides administrative and financial support to CPDC to facilitate the effective coordination, implementation, and monitoring of project activities. The role ensures that operational and financial processes are carried out efficiently, supporting the organisation's overall programme delivery and compliance requirements.

SCOPE OF WORK

The scope of work encompasses the activities necessary to deliver the objectives of the assignment, including but not limited to the following:

Administrative

1. Responding to general queries from focal points, vendors and other stakeholders regarding the organisation and/or project activities in person, by phone or email.
2. Preparing and managing service contracts.
3. Organising, maintaining and updating project files as necessary.
4. Assisting with the preparation, review and editing of project documents.
5. Ensuring general travel and logistical coordination to support project activities including meeting, conferences and workshops.
6. Assisting in the monitoring of project expenditure.
7. Serving as the focal/main point of contact for financial audit including leading pre-audit planning and assessments.
8. Undertaking other project-related functions as required for effective project administration.

Procurement

1. Performing and monitoring procurement processes to ensure adherence to project specifications and guidelines.
2. Drafting and assisting with the preparation of contracts for third party vendors and NGOs as needed.
3. Supervising the delivery of goods and services from third parties for quality assurance purposes.

Accounts

1. Oversee the preparation of financial reports on project expenditure, ensuring accuracy and timeliness.
2. Supervise and approve all bank transactions, including foreign transfers, deposits, and documentation for foreign exchange permissions.
3. Ensure proper filing and maintenance of financial records in line with organisational standards.
4. Review and guide the preparation of monthly expense forecasts.
5. Monitor and validate monthly expenditure reports to ensure alignment with project budgets.
6. Oversee the preparation and disbursement of staff travel allowances.
7. Manage accounts receivable and payable functions, ensuring timely processing and reconciliation.
8. Ensure compliance with financial documentation and filing procedures.
9. Authorize and facilitate the preparation and signing of cheques in accordance with internal controls.
10. Review and approve project officers' timesheets prior to submission.
11. Provide oversight of the Financial Services Consultant's work, ensuring accuracy and compliance with financial procedures.
12. Monitor timesheet submissions to ensure alignment with contractual limits and project allocations.
13. Ensure timely submission of work plans by project officers and follow up as necessary.
14. Provide overall coordination of finance-related functions as required.

Perform any other related administrative, procurement, or financial duties as may be assigned, consistent with the scope and level of the role.

PROFILE REQUIREMENTS

A. Qualifications

- A bachelor's degree in management, Finance or a related social science field from an accredited institution.

B. Experience and Knowledge

- At least five (5) years' demonstrated administrative and/or financial experience at the national, regional or international level.
- At least three (3) years' experience working within a social, environmental or economic development sector at the national, regional or international level **(asset)**.

- Previous experience working within a project management or output driven environment **(asset)**.
- Advanced knowledge of the CPDC's mission, priority programme areas, operational structure and standards of conduct.
- Advanced knowledge of financial management processes and procedures.

C. Skills and Abilities

- Advanced planning, organisational and time management skills.
- Advanced written and oral communication skills with the ability to demonstrate effective emotional intelligence in engaging with stakeholders.
- Advanced analytical skills with demonstrated attention to detail.
- Advanced computer skills (Microsoft Word, Teams, Excel etc.).
- Ability to utilise accounting software, particularly QuickBooks **(asset)**.
- Ability to analyse and interpret financial data to identify trends and assist in budgeting and forecasting.
- Ability to perform assigned tasks according to specifications and timelines with a high level of accuracy.
- Flexibility in adapting to changing work demands.
- Results-oriented with the ability to work within a project management or output driven environment (asset).

DELIVERABLES

Deliverables include but are not limited to:

- Submission of work plans outlining the work strategy, timelines and outputs.
- Submission of monthly timesheets, invoices and receipts.
- Submission of monthly forecast of expenses.
- Preparation of accurate and timely documents, materials and other outputs in accordance with specifications.
- Maintenance of up-to-date records management systems, particularly as it relates to project management and financial management.
- Application of effective administrative and financial management processes and procedures to support programme/project implementation.
- Other agreed deliverables as required for effective programme/project implementation.

PRESENTATION OF WORK

The Contractor will transmit reports and documentation according to agreed specifications, established protocols of the organisation and industry standards.

DURATION OF CONTRACT

The assignment will be for the period of one (1) year from May 2026 to April 2027. The Contract is subject to renewal at the sole discretion of the CPDC.

ADMINISTRATION

The Contractor shall report to the Executive Director or their designate.