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Project Assistant – Technical Barriers to Trade Phase III

Introduction

The Technical Barriers to Trade (TBT) Phase III project is one component under the new Economic Partnership Agreement (EPA) Support Programme (Phase 3), which is part of the new European Union's Neighbourhood, Development, and International Cooperation Instrument (NDICI), which constitute the legal basis for programming EU cooperation in developing countries during the period 2021-2027.

The Overall Objective (Impact) of this action is to advance the sustainable integration of the Caribbean region into the world economy. The Specific Objective of this action is the effective implementation and operation of the EPA to enable more trade and investments with the EU.

Under the TBT Phase III project, a dedicated Project Implementation Unit (PIU) will be established which will coordinate and administer the implementation of the project activities. Under the programme, funding to support the hiring of a **Project Assistant (PA)** at CARICOM Regional Organisation for Standards and Quality (CROSQ) has been allocated for a contract period of 33 months (maximum), with duty station at the CROSQ Secretariat, Barbados.

General Functions

The main responsibility of the PA will be to support the CROSQ Project Coordinator (PC) and Technical Officers (TOs) in organizational matters and to perform all other related administrative duties upon request that contributes to the project objective.

Specific Functions

- Preparing and dispatching project-related correspondence to other agencies.
- Assisting in the compilation, preparation and dissemination of project reports and papers as required.
- Facilitating project-related functions and/or events undertaken by the PIU, including activities not limited to registrations, coordination of participant travel and accommodations, preparation of materials, manuals and database management.
- Performing operational support activities for the PIU.
- Providing administrative/secretarial support for the CROSQ PC and PIU as required.
- Editing correspondence from dictation or from knowledge of established organisation policies.
- Preparing, transcribing, composing, typing, editing and distributing agendas and/or minutes of meetings.
- Scheduling and coordinating meetings, events, interviews, appointments, and other similar activities for supervisors, which may include coordinating travel arrangements inclusive of:
 - booking of hotels, air tickets
 - arranging transportation if required

Hiring organization

CARICOM Regional Organisation for Standards and Quality (CROSQ)

Employment Type

Full-time, Temporary

Job Location

2nd Floor, Baobab Tower, Warrens, St Michael, Barbados

Date posted

January 15, 2025

Valid through

30.01.2025

- discussing and drafting the agenda and preliminary budget
- preparing list of participants
- distributing all information related to the visits
- Prepare contracts for consultants
- Preliminary calculation of daily allowances according to German travel law
- Performing basic information gathering of monitoring data for the purpose of analysis and the preparation of reports.
- Establishing, maintaining and updating files, databases and records, and/or other documents.
- Following up on the progress of contracted activities and ensuring compliance with funding agency procedures.
- For activities implemented directly by PTB or INDOCAL: Support in organizational matters including procurement of equipment
- Close coordination in planning process with the Accounting Assistant at PTB
- Support Project Coordinator in preparation of representation and visibility activities
- Assist with messenger driving services as required.
- Performing such other reasonable duties as may be assigned by the CROSQ PC.

Specific Functions

Minimum Qualifications and Requirements

Education

- Advanced secretarial and/or administrative certification
- CXC English and Mathematics

Minimum Qualifications and Requirements

Experience

- Minimum of three years' project administration experience
- Events Planning/Coordination

Key Competencies

- Certification in Project Administration would be an asset
- Strong knowledge of office procedures and practice
- Computer literacy, with strong proficiency in Microsoft Office and working knowledge of Project Management software
- Excellent keyboarding skills
- Excellent verbal and written English; working knowledge of another regional language, in particular Dutch, French or Spanish, is an asset
- Knowledge of basic accounting and/or event budgeting
- Good organization and priority management skills
- Ability to work with direction as well as take initiative to move projects forward.
- Strong interpersonal skills with the ability to interact effectively with groups of diverse individuals.

Contacts

To apply, please email your Application letter and CV or Resume to ***recruitment@crosq.org***

For the attention of the **Project Coordinator, TBT Phase III Project** with the

caption **Project Assistant**

Closing date for applications is **January 30, 2025**