



POSITION DESCRIPTION

Position Identification

Position Title: Administrative Assistant – Standards Development **Date Prepared:** 2023-10-05

Position Reports to: Technical Officer – Standards Development **Duty Station:** Barbados

Job Summary

Provides administrative support to the regional Technical Officer – Standards (TO-S).

Principal Accountabilities / Responsibilities

1. Providing administrative, technical and filing support to the TO-S.
2. Coordinating submission of monthly Standards reports by National Standards Bureaus – Standard Departments preparing and circulating report templates, reviewing and collating reports for the TO-S.
3. Researching and assembling data from office records for incorporation into various reports and ensuring the accurate and efficient retention of CROSQ Standards Development meeting records and supporting documentation including uploading files to the CROSQ document management system.
4. Composing confidential and specialized correspondence, reports, agendas, news releases or other documents.
5. Scheduling Standards Development meetings and preparing agendas etc.
6. Coordinating and advising hosting member states on procedures and preparations for TMC and Standards Development face to face or online meetings.
7. Preparing for meetings by identifying and organizing documents that will be used during the meeting including items for general distribution and determining room and resources required and notifying appropriate internal resources of what actions are needed.

8. Updating the Technical Management Committee (TMC) workplan, attend TMC meetings and Editorial Committee (EC) meetings and taking Minutes and following-up with member states on actions arising from decisions; assisting in vetting Standards documents etc.
9. Schedule and attend assigned Regional Project Team (RPT) and other related standards meetings,
10. Follow-up emails to Member States (MS) on standards development processes e.g., standards out for comments, voting etc.
11. Prepare reporting templates for each standard development activity e.g., standards out for comments, evaluations, voting etc.
12. Maintain and update the standards development folder and catalogue of Standards on the CROSQ website on a weekly basis.
13. Respond to emails from stakeholders regarding the purchase of CROSQ standards and standards related matters under the guidance of the TO-S.
14. Prepare approved standards and the directives for publishing and circulate to MS for national adoption and then also attaching the pricing to the approved standards.
15. Update database of membership on standards technical committees and support the technical secretariats in their work of the technical committees
16. Performing such other reasonable duties as may be assigned by the TO-S or Chief Executive Officer e.g. assisting with CROSQ Council Meetings and Minutes arising; assisting other technical officers as necessary.

Job Specification:

Minimum Qualifications:

Advanced secretarial and/or administrative certification

Knowledge and experience of national and or regional standards development process is an asset

A university degree will be an asset

Experience:

Three or more years in an Administrative Support position

Skills/Competencies:

Advanced computer skills, including Microsoft Office and document and template design

Good written communication and editing skills

Strong organization and priority management skills

Excellent minute-taking skills

Customer service skills

Strong judgment problem solving skills

Strong interpersonal and team functioning skills

Ability to deal with confidential information with professionalism and integrity

Reporting Relationship:

Technical Officer - Standards and the Chief Executive Officer

Positions Supervised:

Nil

Principal Organisation Relationships:

-Internal:

All Staff

Project Managers

-External

Member States

Regional and international organizations

External auditors

CROSQ Council Members

General Public

Compensation & General Requirements

CARICOM Skills National Certificate required if a non-national of Barbados (host country of the CROSQ Secretariat)

US \$1,900 (or equivalent in Barbados currency for nationals) before statutory deductions e.g., tax

Duty Station - CROSQ Secretariat Officer, Barbados

Deadline Date & Application Details

Deadline date for application is October 20, 2023 – 4 pm

Please send your application letter and CV directly to: apply@profilescaribbean.com – Profiles Caribbean Ltd. Belmont Road, P.O. Box 687, St. Michael, Barbados.