



## Job Opportunity: Secretary/Administrative Officer, CDEMA Coordinating Unit

Competition Reference No.	CDEMA-CU/HTAP/03
Application Deadline Date	August 11, 2010
Duration	9 Months
Location	Bridgetown, Barbados
Organization	Caribbean Disaster Emergency Management Agency

### Open To:

All employees of CDEMA Coordinating Unit and to citizens and permanent residents of Barbados.

### Salary and Benefits:

The salary will be based on the individual's qualifications and experience.

### Merit Criteria:

#### Qualifications and Experience

- Certified Professional Secretary (CPS), Certified Administrative Professional (CAP), Associate Degree in Business Administration or an equivalent qualification;
- At least five (5) years secretarial and administrative work experience.

#### Knowledge Skills and Experience

##### *Knowledge of:*

- MS Office Suite
- Office management principles and procedures
- Project management principles

##### *Skills in:*

- Records management and maintenance
- Creation of PowerPoint presentations
- Effective interpersonal, oral and written communication
- Program and administrative management
- The application of the overall mission of the department to the performance of executive support activities.

*Ability to:*

- Work effectively with a wide range of stakeholders in a diverse community.
- Plan, develop, and coordinate multiple assignments.
- Investigate and analyze information and to draw conclusions
- Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Foster a cooperative work environment.
- Analyze and solve problems.
- Develop, plan, and implement short- and long-range goals.

**Language Requirements:**

- Good knowledge of English
- Any other language skills would be an asset.

**Information Notes:**

1. Candidates must clearly demonstrate in writing that they have met all of the criteria. Failure to do so may result in your application not receiving further consideration.
2. Send your application, including Resume, two (2) testimonials and copies of certificates via email to [cdema@cdema.org](mailto:cdema@cdema.org) or fax number 246-425-8854. Quote selection process number is: CDEMA-CU/HTAP/02.
3. Acknowledgement of receipt of applications will not be sent. CDEMA would like to thank all candidates who apply, as only those selected for an interview will be contacted.

## **JOB DESCRIPTION – SECRETARY/ADMINISTRATIVE OFFICER**

### **1.0 FUNCTIONAL RELATIONSHIPS**

The Secretary works under the direction of and reports to the Project Coordinator, and collaborates with other staff members of the Agency.

### **2.0 SUMMARY**

The Secretary shall be responsible for the administration of the project ensuring the smooth, timely and reliable flow of information between the Project Coordinator, the broader CU functional units and stakeholders. Will provide the human resources interface between project personnel and Human Resources Manager.

### **3.0 DUTIES AND RESPONSIBILITIES**

The Secretary:

- 3.1 Supports office management services to the project within the administrative systems of the CU;
- 3.2 Proactively liaises with and supports the Project Coordinator in maintaining close and cooperative working relationships with the agencies' internal and external stakeholders and strategic partners;
- 3.3 Develops and prepares non-routine reports, briefs and correspondence which may be highly sensitive and confidential in nature;
- 3.4 Provides professional customer service to internal and external customers;
- 3.5 Applies administrative processes and procedures to ensure the effective and efficient operation of project activities;
- 3.6 Oversees the scheduling and maintaining of the calendars and travel arrangements as assigned;
- 3.7 Provides administrative support to the Human Resources Department when the need arises;
- 3.8 Coordinates administrative arrangements for internal and external meetings and workshops related to the project;
- 3.9 Performs miscellaneous job-related duties as assigned;
- 3.10 Participates in the response activities of the Agency as may be required.