



## **CARIBBEAN DISASTER EMERGENCY MANAGEMENT AGENCY**

### **JOB DESCRIPTION**

<b>Position Title:</b>	Administrative Officer
<b>Office/Department:</b>	Office of the Executive Director (OED)/ Planning and Business Development Department (PBDD)
<b>Reports To:</b>	Planning and Business Development Manager (PBDM)
<b>Direct Reports:</b>	N/A
<b>Date Revised:</b>	January 2019

### **1.0 FUNCTIONAL RELATIONSHIPS**

Works under the direction of and reports to the Planning & Business Development Department and collaborates with staff of the OED and other staff members of the Agency.

### **2.0 SUMMARY**

The Administrative Officer shall be responsible for providing assistance with the administration and implementation of the programme, ensuring the smooth, timely and reliable flow of information between the Planning and Business Development Department and the broader Coordinating Unit (CU) functional units and stakeholders.

### **3.0 DUTIES AND RESPONSIBILITIES**

Specifically, the Administrative Officer will:

- 3.1 Prepare and proof-read general and confidential correspondence, reports, minutes of meetings and other official documents and ensure accuracy, neatness and appropriateness of presentation of all work.
- 3.2 Liaise with and support the Planning and Business Development Manager (PBDM) in maintaining close and cooperative working relationship with the agencies' stakeholders and strategic partners.
- 3.3 Take notes or minutes of conferences, meetings, seminars and symposia, reproduce accurate text thereof and arrange for circulation as required.
- 3.4 Ensure that staff receive communication directed to them in a timely manner.
- 3.5 Attend to visitors and handles routine project enquiries.

- 3.6 Arrange appointments and interviews, schedule meetings, overseas travel for and on behalf of the project team and other persons as required.
- 3.7 Receive incoming correspondence and directs them to the PBDM, provide advice and guidance as necessary, draft replies and make referrals as appropriate.
- 3.8 Dispatch correspondence, parcels and other official messages and maintain proper records of incoming and outgoing correspondence.
- 3.9 Maintain an efficient system of files for general correspondence, reports and the programme in collaboration with the Executive Assistant.
- 3.10 Conduct file searches, identify background correspondence and retrieve information related to matters being dealt with by the PBDM and other staff members.
- 3.11 Coordinate administrative arrangements for technical and training meetings/workshops.
- 3.12 Undertake such travel as may be required from time to time in connection with duties assigned by the Planning & Business Development Manager.
- 3.13 Ensure that adequate stationery is available for work in progress.
- 3.14 Maintain the programme events calendar and travel schedules of the Agency/Project in consultation with the PBDM and Executive Assistant.
- 3.15 Follow up with officers of the Planning & Business Development Department to ensure that deadlines relating to all contracts are being adhered to.
- 3.16 Support the staff of the Planning & Business Development Department in researching, compiling, assimilating, investigating and analyzing specific issues affecting the operations of the Programme.
- 3.17 Undertake administrative duties for the Country Directed Fund (CDF) which include:
  - i. Supporting the tracking and reporting of CDF applications processed;
  - ii. Ensuring timely feedback is provided to National Disaster Offices (NDOs) on the status of their CDF proposals;
  - iii. Initiating disbursement requests and following up on their status with the Finance Department.
- 3.18 Provide monthly activity reports.
- 3.19 Participate in the response activities of the Agency as may be required.
- 3.20 Perform such other job-related duties as may be assigned from time to time by the PBDM or other duly authorized staff member.

#### **4.0 CONDITIONS**

- 4.1 General administrative office accommodation provided

- 4.2 Institutional support provided through documented rules and regulations, general policy guidelines and through access to available relevant information, resources and facilities
- 4.3 Position may require periods of travel to CDEMA member states as well as other destinations
- 4.4 Subject to general service conditions applicable to established staff members of the Agency
- 4.5 Required to maintain current knowledge of the responsibilities of other agencies and organizations with regional disaster management agencies
- 4.6 May be required to work overtime with little or no notice

## **5.0 EVALUATION CRITERIA**

Work performance will be evaluated based on the performance standards established in the performance plan development with the immediate supervisor. The performance plan will include performance objectives and job standards including:

- 5.1 Error margin and the quality of typed correspondence and documentation.
- 5.2 Timely completion of assignments and reports and ability to meet deadlines.
- 5.3 Accuracy of information reported from files and ease with which data is retrieved from filing system.
- 5.4 Responsiveness in handling telephone calls, inquires, visitors and urgent assignments.
- 5.5 Demonstrated secretarial ability, commitment and exercise of initiative.
- 5.6 Technical accuracy and general quality of assignments
- 5.7 Demonstrated reliability and flexibility
- 5.8 Effectiveness of information dissemination.
- 5.9 Initiative and team spirit
- 5.10 Knowledge and understanding of and the effective application of the Agency's policies and objectives
- 5.11 Communication Effectiveness
- 5.12 Appreciation of workplace diversity

## **6.0 QUALIFICATIONS AND EXPERIENCE**

- 6.1 Passes in at least five (5) CXC or GCE O'Level subjects, including English Language
- 6.2 A diploma or certificate in secretarial studies from a recognized institution
- 6.3 Minimum of five (5) years secretarial and/or administrative experience

## **7.0 SKILLS, KNOWLEDGE AND ABILITIES**

- 7.1 Proficiency in Microsoft Office Suite
- 7.2 Knowledge of office management principles and procedures
- 7.3 Knowledge of project management principles
- 7.4 Ability to create PowerPoint presentations
- 7.5 Effective oral and written communication
- 7.6 Program and administrative management
- 7.7 The application of the overall mission of the department to the performance of executive support activities.
- 7.8 Work effectively with a wide range of stakeholders in a diverse community.
- 7.9 Plan, develop, and coordinate multiple assignments.
- 7.10 Investigate and analyze information and to draw conclusions
- 7.11 Make administrative and procedural decisions and judgments on sensitive, confidential issues.
- 7.12 Foster a cooperative work environment.
- 7.13 Analyze and solve problems.
- 7.14 Appreciation of workplace diversity