



**GOVERNMENT OF GRENADA**  
**Ministry of Finance, Planning, Economy, Energy & Cooperatives**

**VACANCY**

**ADMINISTRATIVE OFFICER (AO)**  
**MAREP, Sauteurs, St. Patrick's.**

Through financing agreements reached in 2010 between the Government of Grenada (GOG), the International Fund for Agricultural Development of the United Nations (IFAD) and the Caribbean Development Bank (CDB), the Grenada Market Access and Rural Enterprise Development Programme (MAREP) is currently underway.

The goal of MAREP is to contribute to the reduction of rural poverty and vulnerability of rural young unemployed or self-employed men and women in 50 rural communities in Grenada, Carriacou and Petite Martinique, over the next six (6) years.

Applications are now invited from suitably qualified persons to fill the position of **ADMINISTRATIVE OFFICER (AO)**, with duty station in Sauteur's, St. Patrick's.

**Primary Purpose and Objective of the position:**

To provide MAREP with a comprehensive range of Administrative, Office Management and Accounts related support services.

**General Scope of Services**

The AO provides general administrative support and office management services at MAREP and will be responsible for the development and management of MAREP's personnel filing system; all Programme files within the Programme Management Unit (PMU); leave roster management; coordination, appropriate filing and taking relevant action on all incoming and outgoing correspondence; finalization of MAREP quarterly, annual and programme evaluation reports and assists with MAREP procurement and accounting functions. The AO is responsible for taking confidential minutes at MAREP Programme Steering Committee (PSC) meetings, MAREP Programme Management Team (PMT) meetings and for reviewing and editing minutes of

MAREP monthly general staff meetings taken by the Secretary. The AO provides administrative support to the Programme Manager and other technical / specialists staff and is responsible for supervising all administrative and support staff and for the general efficient and effective coordination of activities and management of the PMU in Sauteurs, St. Patrick's.

### **Specific Duties and Responsibilities**

1. Assist the Programme Manager and MAREP staff in the fulfillment of MAREPs Objectives.
2. Responsible for day-to-day coordination of programme correspondence, information sharing, filing and ensuring that appropriate follow-up actions are taken on all correspondence in association with the Secretary.
3. Assist in preparing quarterly reports, Programme evaluation reports, annual Programme reports, and update programme files accordingly.
4. Provide administrative planning, coordination, secretarial assistance and support to PMU Team and visiting missions;
5. Maintain up-to-date knowledge on MAREP and on PMU information/activities, answer general enquiries about MAREP; Prepare and cause to prepare general correspondence as necessary, including responding to emails and faxes on MAREP and PMU matters.
6. Maintain an electronic directory of PMU stakeholders and suppliers;
7. Assist in the research, collection, synthesis and analysis of relevant information and draft inputs for MAREP reports and information dissemination through MAREP website and the wider media;
8. Schedule, organize and prepare agenda, documentation and circulation of same for MAREP Programme Steering Committee meetings, MAREP Programme Management Team meetings, MAREP General Staff Meetings and other relevant meetings and the relevant minutes accordingly.
9. Coordinate the planning, organization and logistical arrangements of workshops and MAREP events and activities, and assignment of appropriate administrative staff to take and prepare workshop notes and reports accordingly, in association with other staff specifically concerned or associated with the workshop, and assist with preparation of workshop presentations.
10. Create and maintain personnel files under the supervision of the Programme Manager; including management of employees leave records;
11. Manage local and international travel arrangements for PMU staff and international experts missions (including procurement of tickets, hotel reservations and pick-up from the airport);
12. Prepare and update Programme Management Team schedule / calendar of meetings, conferences and related activities (providing appropriate reminders) as well as travel plans, and supervise preparation of same for the general staff by (and in association with) the Secretary.

13. Create and maintain a well organized filing system covering all aspects of MAREP.
14. Assist with the preparation and advertising of contract documents.
15. Monitor, manage and enter data in Fixed Assets Register and manage the maintenance of office equipment, furniture and general office security in close collaboration with the Accountant and Programme Manager;
16. Maintain equipment records and servicing schedules with equipment suppliers, and in close collaboration with the accountant, ensure appropriate office equipment is insured.
17. Ensure that records of vehicle licensing and insurance are maintained to facilitate the necessary renewal of same on time, including coordinating the management of PMU vehicles and drivers' schedules in association with the Secretary.
18. Manage the office supplies and consumables and maintain record of assets & stock inventory in association with the Secretary;
19. Assist the accountant with the preparation, entry and filing of Payment Vouchers.
20. Assist the accountant in all secretarial duties and administration related to accounting and procurement / contract files, documents and records and similar register of contracts;
21. Supervise and train PMU support staff (Secretary , Driver, Office Attendant, Cleaner);
22. Undertake any other relevant duties that may be assigned by the Programme Manager from time to time.

### **Knowledge**

The Candidate must have proficient knowledge in the following areas:

- Office Administration and Management
- Knowledge of filing, referencing and records management
- Knowledge of public service operations
- Basic Bookkeeping / Accounting

### **Skills and Competencies**

The Candidate must demonstrate the following Competencies:

- Demonstrated proficiency in the use of modern office equipment;
- Excellent knowledge and use of Microsoft Office Suite;
- Demonstrated ability to manage processes and maintain accurate records;
- Ability to work independently and to maintain flexibility in working hours;
- Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to coordinate tasks to meet deadlines;

### **Personal Skills and Attributes**

The successful candidate must possess the following personal attributes:

- Teamwork – Good interpersonal skills; ability to work in rural communities with sensitivity and respect for diversity;
- Demonstrated ability to develop and maintain effective work relationships with counterparts;
- Communication – Ability to write in a clear and concise manner and to verbally communicate effectively.

## **Qualification and Experience**

### Compulsory Qualification

The successful candidate must possess a Certificate in Secretarial Science or Office Administration and a minimum of Five (5) 'O' Level Subjects including English Language and Accounting. Computer Literacy: Microsoft Office is essential, QuickBooks will be an asset.

### Compulsory Experience

The successful candidate should have at least six (6) years administrative experience preferably in providing administrative support services to Senior Management / Senior executive or policy levels in the public service, or in the private / NGO sector or in a project environment. The candidate must be familiar and experienced with handling confidential correspondences and experienced with supporting project coordination and implementation.

### Accountability

The AO will be responsible and accountable to the Programme Manager for the proper performance of his or her duties.

**Duration:** 6 years, with contracts renewable after every two years, subject to performance.

**Salary:** salary commensurate with qualifications and experience.

Interested persons should submit **two letters** of application and resume by **Monday August 22, 2011**, with the envelope specifically marked "**Application – Administrative Officer**", with one letter each going to:

**Programme Manager**  
**MAREP**  
**P.O. Box 2972**  
**Programme Management Unit**  
**GIDC Business Complex**  
**Sauteur's Bus Terminus**  
**St. Patrick's**  
**Grenada**

**Chairman**  
**MAREP Programme Steering Committee**  
**Ministry of Finance**  
**Financial Complex**  
**Carenage**  
**St. George's**  
**Grenada**

The said application may also be submitted electronically to: [marepgd@gmail.com](mailto:marepgd@gmail.com) (to MAREP) and [financegrenada@gmail.com](mailto:financegrenada@gmail.com) (to Ministry of Finance). The subject of the email should read: **Application – Market Technical Assistant**. Please email one application – the same application, to each address!

**Only shortlisted candidates will be contacted!**