

Request for Statement of Capability
Consulting Services

Grenada
OECS Regional Agriculture Competitiveness Project (AGRICOM)

Credit No.: IDA-60630

Assignment Title: Administrative and Communication Officer

Reference No.: GD-PCU - GRENADA-12788-CS-INDV

General Description

Grenada has received financing from the World Bank toward the cost of the OECS Regional Agriculture Competitiveness Project (AGRICOM), and intends to apply part of the proceeds for consulting services.

Objective

The Administrative and Communication Officer serves as the primary point of contact for internal and external constituencies on all matters pertaining to the PIU Project Manager. The Executive Assistant works as a liaison to the Project Steering Committee (PSC) and senior management teams; organizes and coordinates executive outreach and external relations efforts. Additionally, the officer, working under the broad guidance of the Project Coordinator, assumes primary responsibility planning and implementing communication activities to promote the AGRICOM Project. Moreover, the Administrative and Communication Officer will lead on the implementation of the communication strategy for the project.

Required Skills and Experience

Education

- Bachelor's degree or equivalent experience with social sciences or business administration background. Qualifications in communications, journalism, public relations or a related field would be an asset.

Experience

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with attention to detail.
- Have at least 3 years of experience providing support for upper-level management in a related organization (i.e., population, agriculture and fisheries sector social sciences, public health or in the private sector).
- Have at least 3 years of experience providing communications public relation support in a public or private sector institution
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.

- Proficiency in Windows, including MS Word, Publisher, EXCEL and PowerPoint; data management systems knowledge is desirable.
- Ability to conduct research and present data in a succinct and well-written manner.
- Ability to work independently and with professional discretion.
- Fluent in oral and written English.

Candidates with basic design and layout skills and adept in using Adobe Photoshop and Pagemaker are at an added advantage. Demonstrated and extensive social media experience is an added advantage.

The detailed Terms of Reference (TOR) for the assignment *can be found at the following website:* www.procurement.gd or www.gov.gd

Further information can be obtained at the address below during office hours of 8:30 a.m. and 4:00 p.m. Monday to Friday.

Statement of Capability must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **March 15, 2019**.

Central Procurement Unit
Attn: Senior Procurement Officer (Ag.)
Ministry of Finance
Building 5
The Carenage
St. George's
Grenada

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