

GRENADA SUSTAINABLE DEVELOPMENT TRUST FUND
TERMS OF REFERENCE FOR
ADMINISTRATIVE ASSISTANT

Background:

The Grenada Sustainable Development Trust Fund (the Fund) is a non-profit public-interest entity established to provide long term and reliable funding to support the management of the country's marine and terrestrial resources, with special emphasis on marine ecosystems.

The Fund operates as a financial institution and will awards grants to government agencies, NGOs and other qualifying entities for priority marine resource management projects in Grenada including projects to support sustainable fisheries, sustainable tourism, livelihoods and various other sustainable initiatives.

Duties and Responsibilities:

The Administrative Assistant will provide a full range of administrative and/or program support to the Fund to ensure that goals and objectives of the Fund are properly implemented and managed. The ability to multi-task, while maintaining complex schedules and managing administrative support is essential in this position. The ideal candidate for this job is resourceful, a good problem solver and organized. Assuring a steady completion of work load in a timely manner is key to success to this position. The duties of the Administrative Assistant may involve various office tasks including:

- Assisting in establishing and maintaining the Fund correspondences and filing system;
- Managing all assets of the Fund including office furniture, office equipment (computers, copy machine and fax machine) and ensuring regular maintenance etc.;
- Procuring and managing office supplies and stationery, including liaison with the relevant suppliers and follow up as required or requested by the CEO;
- Receiving, registering, and routing correspondence and office mail;
- Ensuring proper connections of all utilities (water, phone, internet) and that bills are paid on time each month.
- Maintaining a phone master file, liaising with the phone service provider and generating an itemized phone bill;
- Searching and retrieving office files, and reproducing documentation and background material for reference and action by the CEO, as and when required;
- Assisting with the logistic and administrative arrangements for seminars, workshops, and briefings that may be required by the Office.

- Assisting with booking of transport and accommodation etc. in relation to travel arrangements;
- Assisting with preparing, updating and maintaining a database of all projects undertaken
- Any other responsibilities/functions deemed necessary by the CEO in order to meet the objectives of the Fund.

SKILLS AND QUALIFICATIONS

Education

- Associate Degree in Management, Social Sciences, Public or Business Administration or other related area.

Work experience

- At least 5 years of administrative assistance experience, of which preferably; experience in providing assistance in project coordination and implementation.

Language proficiency

- Fluency in written and spoken English, Foreign language will be an asset.

Other skills

- Computer literacy (Microsoft Office, Excel, Power Point,etc and Internet) is essential;
- Good communication, interpersonal skills and facilitation skills
- Ability to work effectively under pressure
- Able to manage multi-task effectively
- Service oriented. Courteous, personable, tactful and able to deal effectively and sensitively with all levels of staff, the Board of the Fund and the public.
- Demonstrated flexibility to changing situations and priorities.
- Strong communication skills, organizational skills and attention to detail.

Duration of Contract: The duration of the contract is for two (2) years with the possibility of renewal based on performance.

Compensation

Salary and other benefits will be based on qualification and experience.

Submission: Interested candidates are kindly requested to send their application and CVs including qualifications and working experience to the Chief Executive Officer, P. O. Box 4007,

Burns Point, St. George's or by e-mail to info@gstf.org or anicka.phillip@tnc.org no later than Friday February 8, 2019.