

**“TRANSFORMING LIVES”**

# CARIBBEAN CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY

# VACANCY FOR AN ADMINISTRATIVE/PROCUREMENT OFFICER

# JOB DESCRIPTION

**JOB TITLE: Administrative/Procurement Officer**

# DEPARTMENT: Administration & Finance

**REPORTS TO: Manager - Finance & Administration**

***1. JOB SUMMARY***

Under the direction of the Manager Finance & Administration, the Administrative/Procurement Officer is responsible for providing support to the administrative and procurement activities of the Centre to in compliance with standards established by the Caribbean Centre for Renewable Energy and Energy Efficiency.

The Administrative/Procurement Officer supports the work of the CCREEE, its mandate and deliverables and contributes to its technical development and support to the CCREEE technical team and its work.

The environment is very specialized and integrated and so the Administrative/Procurement Officer is expected to engage and be conversant with the work of the Centre, its Member States, its development partners, and members of its wider eco-system.

The position is deemed to be effective, efficient, and relevant when:

* There is adherence to the administrative, procurement and accounting policies and procedures established by the CCREEE.
* All matters and related transactions are timely and accurately prepared and processed.
* Administrative and procurement support is performed with efficiency and effectiveness.

***2. REPORTING AND STAKEHOLDER RELATIONSHIPS***

Reports directly to: Manager - Finance & Administration

Reports indirectly to: Executive Director

Directly supervises: None

Indirectly supervises: None

Liaises internally with, *inter alia*: All technical subject areas and all staff

Liaises externally with, *inter ali*a: Consultants, vendors, commercial firms, service

providers, development partners, external auditors

***3. KEY RESULTS AND ACTIVITIES***

The Administrative/Procurement Officer undertakes the following duties.

# Administrative

* 1. Ensure that quality assurance protocols are followed, in regard to CCREEE secretarial processes
  2. Maintain efficient and timely secretarial procedures, to include the system for tracking requested actions and reports
  3. With the supervision of the Manager, Finance and Administration, adhere to appropriate protocols for maintaining high levels of confidentiality and reliability in regard to sensitive information and material
  4. Drafting routine correspondence, to include memoranda, letters, reports, etc
  5. Proofreading, formatting, editing and reviewing documentation that are within the assigned scope of responsibility
  6. Managing the collection and distribution of correspondence, with specific attention paid to the proper recording and timely delivery of correspondence received for, and of the behalf of, CCREEE staff
  7. Assist the Communication and Public Relations Officer, or any other designated personnel, of the CCREEE with content management for the website of the Centre, as well as basic communication documents, such as press releases
  8. Manage the office telephone system, thereby ensuring calls are properly routed and logged and provide answers to inquiries that are within the assigned scope of responsibility
  9. Schedule meetings and receiving visitors, to include supervision of the preparation of the meeting room(s)
  10. Maintain and organizing the CCREEE general calendar, and supporting the Executive Director and Manager - Finance and Administration in the management of their personal schedules
  11. Maintain hard and electronic office files and financial records, with the appropriate file and document management systems required to classify and codify material related to the operations and technical work of Centre
  12. Manage the office supplies inventory, periodically updating and requisitioning new orders for the approval of the Manager Finance and Administration as well as the in-house inventory of stock items
  13. Providing key administrative and logistical support to CCREEE experts on the day-to-day project management activities, with particular attention to communication and document management
  14. Supporting technical staff in the CCREEE, in regard to the planning and execution of workshops and conferences organized within the CARICOM region

1. **Procurement** 
   1. Provides assistance to staff in matters regarding procurement generally in the application of the relevant procurement guidelines and procedures
   2. Supports the purchase of goods and services that meet the quantity and quality expectations of the organization
   3. Responds to staff requests for various items of stationery and supplies and maintaining the log of such dispatches
   4. In liaison with the Accounting Assistant, ensure timely and accurate processing of supplier invoices
   5. Ensures proper record keeping and filing of procurement activities; and
   6. Supports the Manager – Finance & Administration generally in all procurement activities.

# General

a. **CONTRIBUTES** to a positive and professional image of the CCREEE at all times, in keeping with its Core Values.

***4. CRITICAL JOB FACTORS***

# Minimum educational requirements

* The position requires a Bachelor’s degree in a relevant and related discipline with professional level certification and competencies, an added asset
* Good working knowledge of:
  + Broad administrative and procurement policies and procedures
  + Computer applications such as Microsoft Word, Access, Excel, PowerPoint
  + Strong communication skills

# Minimum experience desired

A minimum of five years previous work experience in one of the following institutions:

* A governmental or private sector organisation
* A regional or international organization

# Analytical, problem solving and critical thinking requirements

Examples of the use of these capabilities are as follows:

* Verify and reconcile supplier accounts
* Reconcile contract deliverables with the accuracy of payment vouchers and financial management reports
* Prepare data inputs for entry into relevant IT systems

# Accountability/responsibility for independent action and performance impact

The incumbent is expected to initiate and be accountable for:

* A sound and efficient administrative environment at the CCREEE
* A sound and efficient procurement environment at the CCREEE The incumbent’s performance has organisational level impacts as follows: **The organisational impacts include:**
* Ensuring adherence to efficient and accurate administrative and procurement practices, the integrity and timeliness of operational reports, as well as efficiency in use of resources.
* Contributing to the stewardship and sound governance practices of the CCREEE

# Work environment

* The position requires the incumbent to work at a high pace to accurately process transactions.
* Periods dealing with technically trained professionals, technical work, reviewing technical
* documents
* Very specialized and technical in the areas of renewable energy and energy efficiency
* Engagements with officials from Member States and development partners
* Engagements with other regional institutions including the Caricom Secretariat
* Continuous learning

***5. BENEFITS***

* + Salary will be commensurate with qualifications and experience and in accordance with the current salary structure of the at the CCREEE
  + Working in a very specialized and technical environment
  + Opportunity to be engaged at all practical aspects of the field of administration, procurement, management, accounting, financial management and reporting, project development, etc
  + Shadowing, mentoring, and training opportunities with an experienced team of professionals
  + Opportunity to engage in a highly specialized working environment – renewable energy and energy efficiency
  + The duty station for this contractual position is Barbados

# Applications should include:

# Letter of Application

# Curriculum Vitae

# Official academic certificates, transcripts and other relevant documents certified copies)

# Two references with telephone and e-mail addresses

# One passport sized photo

# Please submit application to recruitment@ccreee.org

# The deadline for receipt of applications is 23 June 2023. Late applications will not be acknowledged.

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