

**DETAILS OF THE POST**  
**ADMINISTRATIVE ASSISTANT I**  
**OFFICE OF THE SECRETARY-GENERAL**

Applications are invited from interested and suitably qualified nationals of Caribbean Community (CARICOM) Member States and Associate Members of the Caribbean Community to fill the abovementioned position in the Caribbean Community Secretariat with assigned duty station in Guyana.

**2. FUNCTIONS OF THE POST**

The position is responsible for providing administrative support to the Chef de Cabinet and other officers within the Office of the Secretary General (OSG) to facilitate its smooth and efficient operations.

**3. QUALIFICATIONS AND EXPERIENCE**

Candidates must possess at least an Associate Degree in Public Administration, Business Administration or other related field in the Social Sciences **or** a Diploma in the area of operation with proven technical competence, **plus** five (5) subjects GCE 'O' Level/CXC Grades I and II including English Language and Mathematics.

In addition, candidates must also possess at least three (3) years' relevant experience working in a similar environment. The experience should include basic business administration, office management, protocol service, documentation and information systems. The candidate should ideally gain his/her work experience from one or more of the following areas:

- ☐ Public Sector/Private Sector Organisation
- ☐ A regional/international organization
- ☐ Support to a CEO or other Senior Executive

The incumbent should also have experience, training and good working knowledge in:

- ☐ Written and verbal communication skills
- ☐ Microsoft Office Suite (Office 365)
- ☐ Office Administration/Procedures and Etiquette
- ☐ Customer Service and Protocol
- ☐ Human Relations
- ☐ Emotional Intelligence

#### **4. DUTIES AND RESPONSIBILITIES**

##### ***Key Result 1: Provides effective administrative support to the Office of the Secretary-General***

###### *Activities*

- 1.1 **FACT-CHECKS** and **PROOF-READS** documents to ensure they are grammatically correct and formatted in accordance with agreed standards;
- 1.2 **REVIEWS** incoming mail, **DISTRIBUTES**, or **HANDLES** within a timely manner, drafting routine responses to inquiries.
- 1.3 **DEMONSTRATES** intermediate knowledge of computer applications including Microsoft Word, Excel, Outlook, PowerPoint and Publisher including basic understanding of formatting, document layout and design;
- 1.4 **CREATES** complex Word documents using approved templates (e.g. letters, memos), utilising functions such as mail merge, tables, endnotes, footnotes, styles and macros; **CREATES** basic Excel documents, working with formats, data sort, data filter and charts; and
- 1.5 **MAINTAINS** physical and online records in accordance with data storage guidelines.

##### ***Key Result 2: Delivers effective Protocol on behalf of the OSG***

###### *Activities*

- 2.1 **DEMONSTRATES** an understanding of protocol including titles and forms of address to be used in written and oral communications, on calling cards, invitations and replies, official entertaining, table seating arrangements; flag protocol; gifting;
- 2.2 **WELCOMES** and **GREETES** visitors in person or via phone or email, answering enquiries or referring as necessary;
- 2.3 **ORGANISES** transport (pick up or transfer) of visitors;
- 2.4 **MAINTAINS** security by following procedures for logging visitors' entry and exit; and
- 2.5 **COVERS** department phones, **SCREENS** calls and voicemail and **ARRANGES** calls.

##### ***Key Result 3: Assists with Meeting coordination and minute taking***

###### *Activities*

- 3.1 **ASSISTS** with preparing the agenda and documentation as directed for internal meetings of the OSG
- 3.2 **ARRANGES** room bookings and completes requests to facilitate the desired setup;
- 3.3 **ARRANGES** audiovisual support for meetings as required, **TROUBLESHOOTES** basic problems in equipment setup if needed;
- 3.4 **ASSISTS** with minute taking as directed during internal meetings of OSG;

- 3.5 **PREPARES** and **COMPLETES** attendance sheets for meetings;
- 3.6 **ASSISTS** with the preparation of participant briefing packs/dossiers for officers of the OSG, including for overseas travel;
- 3.7 **ASSISTS** with arrangements for overseas travel for OSG staff; and
- 3.8 **FORMATS** Reports, Summary of Conclusions and other documentation of meetings organised by OSG and prepares for dispatch.

***Key Result 4: Assists with fact-finding and research.***

*Activities*

- 4.1 **FINDS** information using basic search methods from files, internet and meeting reports;
- 4.2 **ENQUIRES, EXAMINES, FINDS** and/or **FACT-CHECKS** data; and
- 4.3 **COLLECTS** and **COMPILES** information from multiple sources based on topic or in chronological order as desired.

**In addition to the Results and Activities outlined above, the incumbent is expected to perform any other relevant duties and responsibilities in keeping with job functions.**

**5. EMOLUMENTS AND BENEFITS**

This is a J7 post. The salary range for this position is EC\$5,841.00 to EC\$6,387.00 per month.

**6. RECRUITMENT AND APPOINTMENT**

Appointment will be to the permanent establishment. It will be subject to such staff rules and policies, rules, regulations, orders and instructions as exist and as may be introduced from time to time with respect to service with the Caribbean Community Secretariat.

**7. LEAVE**

The officer will be eligible for the grant of vacation leave at the rate of fifteen (15) working days a year and a leave grant after every twelve (12) months of service in respect of the officer, spouse and up to two (2) other approved dependents.

**8. GROUP HEALTH AND LIFE AND ACCIDENT INSURANCE**

Subject to acceptance by the Secretariat's insurance carrier, the officer will be required to participate in the Secretariat's group health, life and accident insurance schemes. With respect to the health insurance, the officer will contribute twenty-five per cent (25%) of the premium. The life and accident insurance scheme is non-contributory.

**9. SUPERANNUATION**

An officer appointed to this post will be required to participate in the Secretariat's Defined Contribution Pension Plan and contribute 7 per cent of basic salary per month, while the Secretariat will contribute 13 percent of the officer's basic salary to the pension plan.

**10. APPLICATIONS**

Applications in English Language with full curriculum vitae details, including the email addresses of three (3) referees **(at least two of whom must be familiar with the applicant's work)**, should be addressed to:

**Adviser  
Human Resource Management  
Caribbean Community Secretariat  
Turkeyen, Greater Georgetown, Guyana**

**and sent via email to [recruitment@caricom.org](mailto:recruitment@caricom.org)** - The title of the vacancy should be clearly identified in the subject line of the email.

- 11.** The deadline for the submission of applications is **Friday, 8 August 2025.**