Project Administration Officer  
National Staff (NMA)

| Employer: | Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) under the “Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC)” Barbados Office at the Caribbean Development Bank, P.O. Box 408, Wildey, St. Michael, Barbados, W.I. BB11000 |
| Reports to: | Head of Project, AV |
| Deputy: | n.a. |
| Date Posted: | 08.06.2020 |
| Job Type and Duration: | 1-year Full-Time GIZ Employment Contract, with a renewal option until 31 December 2021 |
| Job Location: | CARICOM Secretariat, Georgetown, Guyana |
| Salary level: | The salary level will be based on qualifications and experience. |
| Interested should submit documentation up to 21.06.2020 to the following address: | HRCaribbean@giz.de, please use the concept “Project Administration Officer” |
| Notes: | We will only contact applicants who are being considered. Thank you for your understanding. |

A.  Context of this assignment

In October 2017, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) was commissioned by the German Federal Ministry of Economic Cooperation and Development (BMZ) to implement the project “Climate Resilient and Sustainable Energy Supply in the Caribbean (Cli-RES)”. The BMZ funded project has an additional financial allocation (co-funding) for the “Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC)” from the European Union, funded under the 11th European Development Fund (EDF). TAPSEC supports the strategies under the respective Caribbean-EU partnerships. It is directly related to Focal Area 2 of the Caribbean Regional Indicative Programme (CRIP), which focuses on Climate Change, Disaster Management, Environment, and Sustainable Energy, and addresses the sustainable development of the countries. TAPSEC supports the implementation of the CARICOM Energy Policy (CEP), the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS), and the various national energy policies and strategies for participating CARIFORUM states – including the National Energy Policy and the sustainable energy strategy of the Dominican Republic.

B.  Responsibilities

Under the supervision of the deputy Project Leader the Project Administration Officer will support the implementation of the project from the administrative side. Specifically, the expert will be responsible for all administrative aspects of the project implementation and supports the Project Leader and his deputy as well as the entire Cli-RES / TAPSEC team directly.

C.  Tasks

The Programme Administrator Officer will perform administrative tasks, mainly focused – but not limited – on the following:
• Responsible for the projects monthly accounting in coordination with GIZ regional office in the Dominican Republic;
• Responsible for Funds Management (Bank/Cash) for the Project Office in Guyana according to the GIZ rules;
• Processing of invoices and payments;
• Responsible for the financial management, including withdrawals, processing of vouchers as well as maintenance of the cashbook;
• Cooperate closely with and assist the assigned Project Finance Manager in all accounting and budgeting activities;
• Prepare and supervise the yearly project internal control in coordination with GIZ regional office in the Dominican Republic;
• Support the assigned Project Finance Manager in the preparation and supervision of the yearly external audit;
• Provide administrative and logistical support for meetings, conferences and workshops both at the local and regional level, such as flight booking, booking of accommodation, ground transportation, catering, etc. in close collaboration with the CARICOM Secretariat;
• Prepare and pay travel settlements for delegates from partner institutions
• Coordinating and arranging meetings between counterparts, project team, consultants, regional and national stakeholder, etc.;
• Perform general clerical functions which include filing of documents (physical and in the Document Management System), photocopying, scanning of documents, labeling of files;
• Responsible for procurement of Office Equipment and supplies by applying GIZ procurement guidelines;
• Maintain a record of the assets of the project and report to Programme Leader any damage(s) to Office Equipment and ensure necessary repair(s) or replacement(s) is carried out;
• Organize and compile information material;
• Assist the project staff in their travel organization (flight booking) as well as their expenses accounting;
• Assist in the preparation of draft reports; letters, protocols and other documents relating to the Cli-RES / TAPSEC Programme;
• Assist in the preparation and execution of tender processes; and
• Support officers of the Programme with the preparation of Presentations.

D. Required qualifications, competences and experience

Candidates must be a national of Guyana.

Academic Qualifications
• Professional training in project administration;
• A University Degree in business administration or a related discipline;

Professional experience
• At least five (5) years of experiences in the administration of complex development projects, preferably in the field of sustainable energy;
• Experiences with accounting, procurement, contracting, organizing of workshops and business trips with an international organization is required;
• Work experiences with a development project, preferable funded by the European Union;
• First work experiences with a development agency are an asset;
• Analytical, organizational, and stakeholder management skills;
• Excellent communication skills, verbally and in writing;
• Ability to work in a team, as well as to think innovatively;
• Sound knowledge of the administration of sustainable energy projects within the Caribbean is an asset;
• Knowledge of the issues that are linked to the adoption of renewable energy and energy efficiency technologies within SIDS, in general, and the Caribbean, in particular is an asset.

The Candidate’s CV should include details about the working experiences in similar project environments.

Other knowledge, additional competences
• Experience with working in a multinational environment, such as a firm, NGO or international development organization;
• General computer proficiency, especially in all components of Microsoft Office;
• Strong oral and written communication, and presentation, skills;
• Very good interpersonal skills and fluent in English Language (writing and speaking), Spanish fluency would be an additional asset; and
• Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management.