



Government of Saint Lucia

Department of Sustainable Development
Terms of Reference for Project Technical Assistant under
the “Supporting the Shift to Electric Mobility in Saint Lucia” Project

Background:

The Government of Saint Lucia (GOSL), through its updated Nationally Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC), has articulated its intention to reduce its greenhouse gas emissions by 7% by 2030 in the energy sector - relative to 2010 emissions data. It proposes to do so through mitigation-focused interventions, which include increasing the uptake of electric vehicles (EVs).

To this end, the Department of Sustainable Development and the Energy Division have been undertaking efforts to increase the uptake of EVs in Saint Lucia. One of these interventions is the execution of a three-year project funded by the Global Environment Facility (GEF), and implemented by the United Nations Environment Programme (UNEP). The Project entitled, “Supporting the Shift to Electric Mobility in Saint Lucia (GEF 7 EV),” aims to accelerate the introduction of electric mobility in Saint Lucia through capacity-building and electric vehicle demonstration and prepare it for scaling-up and replication through the development of electric mobility policies, business models and finance schemes.

It comprises four components: 1) Institutionalization of low-carbon electric mobility, 2) Short term barrier removal through low-carbon e-mobility demonstrations, 3) Preparing for scale-up and replication of low-carbon electric mobility and 4) Long-term environmental sustainability of low-carbon electric mobility.

Objectives of the Assignment:

The objective of this position is to provide technical and administrative support to the Project Management team for the successful implementation and achievement of project outputs including file asset management, vendor negotiations and support to payment processing and submissions.

Responsibilities:

1. Coordinate daily duties and responsibilities with the CTA.
2. Provide logistic support to the CTA in the scheduling and convening of all meetings, workshops and seminars.
3. Work with the CTA and Finance and Monitoring and Evaluation Officer (FM&E) in preparing the required project reports utilizing UNEP and Government of Saint Lucia (GOSL) formats as required.
4. Ensure effective logistical arrangements and coordination between all the actors in the Project for the prompt and effective implementation of the project activities;
5. Assist the CTA in making travel and/or accommodation arrangements for overseas missions where required.
6. Assist in the overall administrative matters of the project, such as registry and maintenance of project files and records;

7. Proofread and format all contracts, Terms of References, letters, memoranda or other documents before they are dispatched to the Project Director/Designated Supervising Officer to ensure they meet approved standards.
8. Prepare routine correspondence and maintain project correspondence and communication, as well as receive, screen and distribute correspondence;
9. Provide secretarial support to the Project Steering Committee (PSC) and Technical Working Groups, including organization, communication and preparation of relevant meeting documentation.,
10. Record, prepare and dispatch minutes of all meetings, especially the minutes of the PSC meetings.
11. Support knowledge management and information sharing among project team members and stakeholders;
12. Assist with organizing training events and publication of training materials
13. Assist the CTA in liaising with relevant local, regional and international institutions and organisations.
14. Assist in dissemination of project information reports to and responding to queries from concerned stakeholders;
15. Assist the project team in preparing the conduct post-completion evaluation of the project;
16. Maintain records on all project personnel and local consultants and their respective status in accordance with accepted policies and procedures;
17. Undertake procurement of office supplies, stationary and field assets.
18. Liaise with the Accounts section to ascertain progress of payment requests for the purpose of updating suppliers/contractors on status
19. Maintain an inventory of non-expendable equipment as required by UNEP and all assets procured by the project in accordance with UNEP GOSL.
20. Assist in actively promoting the project and its components in all relevant media, including the drafting and dispatching of press releases and other project-related public education and awareness paraphernalia.
21. Assist in the preparation and timely submission of quarterly, progress and annual project implementation review reports and other monitoring reports as may be required;
22. Draft project related correspondence when required on behalf of the CTA.
23. Perform other project-related duties as requested by the CTA or the National Project Director or designate.

Qualifications and experience:

1. Associate Degree or Diploma in Business Administration, Office administration (or Equivalent).
2. A minimum of four years of working experience as an executive or administrative secretary.

Competence, Knowledge, Skills, and Abilities

1. Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
2. Knowledge of the UN system and procedures or UN projects (desirable);
3. Efficiency, competence and integrity as well as tact and diplomacy are essential;

4. Fluency in spoken and written English is required;
5. Ability to communicate effectively;
6. Ability to work independently and as part of a team;
7. Ability to under pressure and meet tight deadlines;
8. Working knowledge of the public and private sector, preferably, direct working experience with government, community groups, private sector and international organizations would be an asset;
9. Ability to handle diverse stakeholders tactfully, courteously and diplomatically;
10. Ability to establish and maintain effective working relationships with relevant agencies and bodies involved in the implementation of the project;
11. Ability to maintain integrity and confidentiality in the discharge of duties and of all documents and information made available in the discharge of these duties.

Reporting and Supervision:

The Project Technical Assistant will report to and work under the guidance/supervision of the CTA. He/she is expected to report to/respond to the Chief Sustainable Development and Environment Officer/ Project Director or his/her designate and the Permanent Secretary when required.

Annual Salary:

Will be commensurate with qualifications and experience.

Duration of engagement:

The Project Technical Assistant will be engaged for one year in the first instance, with the possibility of an extension.

Expressions of Interest:

These should be submitted to the Permanent Secretary, Department of Sustainable Development, Ministry of Education, Sustainable Development, Innovation, Science, Technology and Vocational Training, via email address: sustainable.devt@govt.lc no later than **July 14, 2023**. Submissions must include a cover letter expressing interest, Curriculum Vitae and relevant proof of academic qualifications, which must be certified.