



## **JOB OPPORTUNITY**

Administrative Assistant for the first Biennial Transparency Report and Third National Communication for St. Vincent and the Grenadines

### Sustainable Development Unit

The Sustainable Development Unit invited the applications from suitable qualified persons to fill the position of the Administrative Assistant for the first Biennial Transparency Report and Third National Communication (BTR1/TNC) for St. Vincent and the Grenadines.

#### **Duties:**

- To assist the National Project Technical Coordinator in managing the project activities.
- Assist the NPTC in allocation and re-allocation of the project funds and in controlling the project expenditures.
- Assist the NPTC in preparing a work plan.
- Assist the NPTC in preparing the quarterly progress report of the project.
- Facilitate the process of recruitment of the project personnel (draft terms of reference and vacancy announcements, arrangement of interviews, maintenance of roster of national consultants, preparation of recruitment packages, etc.).
- Arrange purchasing of office equipment for the project purposes on a competitive basis. Maintain inventory of non-expendable equipment.
- Provide substantial support to the project workshops and trainings. Attend, whenever possible, regional and international trainings relevant to climate change.
- Set up and maintain the project filing system.
- Provide general administrative support to project activities.
- Perform other project-related duties as requested by National Project Technical Coordinator.
- Ensure that there is proper accountability of project funds.
- Prepare the expenditure statements in line with the UNEP budget code; and
- Prepares quarterly financial statement.

#### **Qualifications:**

- A Diploma (in economics or environmental management would be an asset)
- He/ she must have work experience in a field related to climate change.

- Work experience with relevant national, regional or international organizations
- Knowledge of computers and word processing
- Good command of English

**Duty Station:** The project office will be housed at the offices of Sustainable Development Unit (SDU).

**Duration:** 14 months

Applications are to include a curriculum vitae and two references and submitted to the Sustainable Development Unit by 16<sup>th</sup> July 2024 to:

Director

Sustainable Development Unit

2<sup>nd</sup> Floor Administrative Complex

Bay Street, Kingstown

By emailing: [emdsvg@gmail.com](mailto:emdsvg@gmail.com) copying [tourism@gov.vc](mailto:tourism@gov.vc)