

## ANNOUNCEMENT OF VACANCY

Suitably qualified citizens of the Member States and Associate Members of the Association of Caribbean States are invited to apply for the position of Unit Assistant – Office of the Political Adviser at the ACS Secretariat at its headquarters in Port of Spain, Trinidad and Tobago.

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Unit Assistant – Political Adviser</b>
<b>Level:</b>	Temporary Staff
<b>Reporting to:</b>	Political Adviser
<b>Type of appointment:</b>	Full time
<b>Duration of appointment:</b>	11 months

**Duties and Responsibilities:**

To serve as Unit Assistant to the Office of the Political Adviser providing general services including:

1. Draft and type correspondence, letters, faxes, verbal notes, circular notes, or any other type of correspondence, in Spanish, English, and French if the employee has the knowledge of the language.
2. Undertake translations of letters and any other documents in the languages of incumbent's knowledge.
3. Dispatch correspondence via mail, courier, hand, fax and/ or e-mail.
4. File letters, faxes and any other correspondence of the Unit, and copy and forward all correspondence for the general archives of the Secretariat.
5. Arrange appointments and/ or meetings and manage the agenda/ diary of the Political Adviser, with confirmation or regrets and remind all concerned.
6. Make phone calls as requested by the Political Adviser, and take messages on his/her absence.
7. Manage internet and e-mails as required.

8. Prepare dossiers for the Political Adviser's official missions.
9. Prepare the VAT and gas claims for the Political Adviser.
10. Assist the Political Adviser in the preparation and monitoring of medical claims.
11. Assist the Political Adviser in personal matters that he/she requests within the parameters of the organization.
12. Assist in the logistics of the Ministerial Council meetings and in the preparation and circulation of the documents.
13. Participate in the reception roster.
15. Any other duties as assigned by his/her Supervisor

**Minimum qualifications:**

- University degree in a relevant field
- Proficiency in at least two of the official languages of the ACS (English, Spanish and French)
- Organizational skills
- Computer literacy

**Remuneration package:**

Monthly Remuneration: \$4,566.00 Trinidadian Dollars (tax exempted).

**Documentation required:**

Candidates must present the following documents for consideration:

1. Curriculum vitae.
2. University degree certificate.
3. Language certificates (not in first language).
4. Names of three referees and contact information.

**Notes:**

- ❖ Applications must be submitted to the Secretariat of the Association of Caribbean States, to the attention of:

Mr. Alfonso David Múnera Cavadía

Secretary General

Association of Caribbean States

5-7 Sweet Briar Road, St. Clair

PO Box 660, PORT OF SPAIN

Tel: 868-622-9575

Fax: 868-622-1653

E-mail: [mail@acs-aec.org](mailto:mail@acs-aec.org)

Copy: [hrcontact@acs-aec.org](mailto:hrcontact@acs-aec.org)

- ❖ The job description given above outlines the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.
- ❖ Unsuitable applications will not be considered.