



INTER-AMERICAN INSTITUTE FOR COOPERATION ON AGRICULTURE

IICA is the specialized agency of the Inter-American System for the promotion of agriculture and rural well-being. The Institute is currently executing a multi-year Inter-American Development Bank (IADB) funded agriculture project on behalf of the Government of Suriname (GoS) and is seeking applications from suitably qualified individuals for the position of:

PROJECT OFFICE ASSISTANT

Objectives of the position

To assist the Project Executing Unit (PEU) with the day to day administrative operations of the Project Executing Units. To assist the project team with general office or clerical duties including operation of office equipment.

Some Key Responsibilities

1. Reports to Project Assistant;
2. Run general errands, such as but not limited to, provide support for the collection and delivery of documents between the Project Executing Unit (PEU), the Ministry of Agriculture, Animal Husbandry and Fisheries (LVV), IICA and other relevant agencies and organization;
3. Perform general office or clerical work such as filing of documents, scanning and photocopying of relevant documents, operating office equipment,
4. Support the PEU with the storage and maintenance of project records
5. Support proper documentation of activities by providing official receipts and other documents required for financial records
6. Keep accurate records for tasks or activities
7. Provide support for general office housekeeping for the PEU
8. Support the purchase of office supplies
9. Other duties and responsibilities that may be assigned by the Project Manager

Qualifications & Competencies

- **High school diploma (VWO/HAVO/IMEAO)**
- **Minimum of one year experience in similar role**
- **Proficiency in office suite**
- **Professional knowledge of use of IT tools (computer, copy machine/printer, scanner)**
- **Professional proficiency of the English and Dutch language, both written and spoken**
- **Trustworthy, flexible, can work alone, takes initiative and has attention for details**
- **Holder of a valid Suriname driver license would be an asset**

How to Apply

Interested candidates who meet the above-mentioned criteria should send their updated resumes and application letters to the IICA Suriname Representative, Dr. Curt D. Delice, at iica.sr@iica.int, latest by 1 October , 2021.

Letitia Vriesdelaan 11, Paramaribo, Suriname / P.O.Box 1895
Tel: 410861 / Fax: 410727 / Email: iica.sr@iica.int / Website: www.iica.int