



JOB VACANCY

Position: Assistant Executive Secretary, Delegation in St Kitts and Nevis

Objective of the Position: To provide administrative assistance to the Delegation in St Kitts and Nevis the Technical Specialist in the implementation of the national and sub-regional technical cooperation agenda within the framework of the IICA Medium Term Plan.

Duties

Under the direction and management of the Technical Specialist:

- Prepare accounting forms, perform online banking transactions and prepare cheques to facilitate payments for good and services in keeping with invoices and bills submitted.
- Enter accounting data in SAP On-line Accounting Programme in a timely manner and prepare Monthly I-2 Request for Funds, Cash Flow, Charge Advices and other financial management documentation as required.
- Format and prepare technical documents, presentations and reports and proofread for correctness of spelling, punctuation, and reviews for conformity with the Institute's established format.
- Compose, format and prepare routine correspondence from drafts and/or verbal instructions, proofread for correctness of spelling, punctuation and reviews for conformity with the Institute's established format, prior to signature of the Technical Specialist or the ECS Representative.
- Assist in research and data collection for identification of resource mobilization opportunities, preparation of projects and general support for technical programming and implementation of technical actions.
- Answer and direct incoming telephone calls, place outgoing calls both internally within IICA and externally and receive visitors and other IICA personnel to the office.
- Arrange and service meetings, annual accountability seminars, workshops and other technical events which involve the preparation of documentation, provision of administrative/financial support to these as necessary as well as the drafting of reports of said activities.
- Prepare communication materials (including press releases, social media posts), coordinate engagement with local media and support the management of the Delegation's and IICA ECS social media platforms in an effort to promote and add visibility the work of the Delegation, the ECS and the Institute as a whole.
- Represent the Technical Specialist or the ECS Representative in their absence at various functions in which the Institute is invited to attend.
- Perform any other duties as may be assigned by the Technical Specialist or the ECS Representative.

Qualifications

- At least a Diploma in Administrative and Secretarial duties or other related discipline.

Experience:

Minimum 2 to 5 years.

Area of Specialization:

- Good writing, reporting and presentation skills.
- Good working knowledge of Microsoft applications.
- Demonstrated ability to communicate.
- Ability to manage and maintain social media networks.

Remuneration: Salary commensurate with qualifications and experience

Application with Curriculum Vitae, proof of qualifications and the names and contact information of two (2) references should be sent to: **The Representative, IICA Delegation in St Kitts and Nevis**, via email:

iica.lc@iica.int

Deadline Date: March 14, 2023

NOTE: Only short-listed applicants will be acknowledged