



## JOB VACANCY

**Position:** Administrator/Finance Coordinator, IICA Delegation in Saint Lucia

**Objective of the Position:** To provide administrative, accounting and financial support/coordination for the effective execution of the National Annual Strategic Plans in the IICA Delegations in Saint Lucia and the Eastern Caribbean States (ECS).

### Duties

Under the direction of the Representative in the Eastern Caribbean States:

- a) Coordinate financial and budgetary execution of the resources allocated to the Saint Lucia Delegation including the preparation of internal documentation for all procurement of goods and services related to both administrative and technical aspects of the work of the Institute.
- b) Effect the timely input and monitoring of expenditure data in the specialized accounting programme online, analyze and respond to accounting or financial queries emanating from Headquarters or other offices and maintain inventory record of assets in the Saint Lucia Delegation.
- c) Manage the timely and effective servicing of vehicles and office equipment/services in the Saint Lucia Delegation ensuring that they function at optimum efficiency and oversee proper maintenance of the office including through the supervision of the Office Attendant to ensure a clean and sanitary environment for staff and visitors.
- d) Provide human resource support with respect to the recruitment, resignation and retirement of personnel, guidance on the adherence to staff rules and in the management of online system related to Human Talent Management such as applications for leave and staff training by personnel amongst others.
- e) Request monthly resources for programmed expenses for all ECS Delegations working in close collaboration with other administrative personnel in the ECS.
- f) Maintain key data and records for all ECS Delegations in close consultation with ECS administrative personnel on administrative, operational and financial matters and coordinate timely submission of information to HQ for the ECS Delegations both individually and collectively as required.
- g) Support the Saint Lucia Delegation and other IICA Delegations in the ECS in implementing actions to enhance the visibility and communication of technical actions being undertaken in the region.
- h) Provide support for the preparation of budgets as part of the project preparation process and prepare as well as conduct reviews of financial reports prepared for donor funded projects as part of the resource mobilization and project implementation/reporting process.
- i) Prepare and review contracts and agreements with development partners and service providers working with the IICA Delegations in the ECS to ensure compliance with institutional norms and standards.
- j) Provide administrative and financial support to other Eastern Caribbean States Delegations in particular and other member offices in general.
- k) Perform any other duties as may be assigned by the ECS Representative.

<p><b>Qualifications</b> At least a Bachelor’s degree or equivalent in Administration, Accounting or Finance.</p>	<p><b>Areas of Specialization</b></p> <ul style="list-style-type: none"> <li>• Clear and concise writing and reporting skills.</li> <li>• Communicate effectively with local, regional and international staff and the public.</li> <li>• Good knowledge of Microsoft applications.</li> <li>• Excellent work ethics, attitude and commitment.</li> <li>• Working knowledge of Spanish would be an asset but not a requirement.</li> </ul>
<p><b>Experience</b> Minimum of ten (10) years’ experience in an administrative position.</p>	
<p><b>Remuneration</b> Salary commensurate with qualifications and experience.</p>	
<p>Application with Curriculum Vitae, proof of qualifications, picture ID, and the names and contact information of two (2) references should be sent to:</p> <p style="text-align: center;"><b>The Representative, IICA Delegation in Saint Lucia, via email: <a href="mailto:iica.lc@iica.int">iica.lc@iica.int</a></b></p> <p style="text-align: center;"><b>Deadline Date: November 7, 2024</b></p> <p style="text-align: center;"><b>NOTE: Only short-listed applicants will be acknowledged.</b></p>	