

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States.

Job Title:	Research Assistant, Office of the Secretary General
Level:	Temporary Staff
Reporting to:	Secretary General
Type of appointment:	Full time
Duration of appointment:	11 months

FUNCTIONS OF THE POSITION:

Under the direction of the Secretary General, the incumbent will serve as Research Assistant to the Office of the Secretary General providing general services.

DUTIES AND RESPONSIBILITIES:

- Assist in the preparation of conference papers, newspaper articles and speeches the Secretary General has been invited to present;
- Assist in the preparation of documents and logistics involved for ACS meetings;
- Draft reports, briefs and correspondences as requested;
- Research on specific subjects as directed by the Secretary General;
- Assist with the implementation of the ACS' projects that are directly co-ordinated by the Office of the Secretary General;
- Maintain an electronic filing system of all project proposals and donor enquiries;

- Engage in translation of specific documents related to the work and meetings of the Office of the Secretary General;
- Write articles related to the thematic areas of projects coordinated by the Office of the Secretary General;
- Participate in events, seminars, workshops and conferences when requested;
- Perform any other general administrative duties assigned by the Secretary General.

QUALIFICATIONS AND EXPERIENCE:

- A first-level university degree (Bachelor's) in a field related to social sciences, research methodologies, international relations and/or any other relevant field.
- Experience :
 - a) Minimum of six (6) months' experience in drafting research papers, reports and providing administrative support services;
 - b) working in an international or inter-governmental organisation will be considered an asset;
 - c) project management will be considered an asset.

KNOWLEDGE AND COMPETENCIES:

- English, French and Spanish are the official languages of the ACS. For the position advertised, the candidate must possess excellent oral and written communication skills in two (2) of the official languages of the ACS. Fluency in one (1) of the official languages (other than the native language) is required. Supporting certificates of

language proficiency must be attached. A working knowledge of a third language will most certainly be considered an asset;

- Excellent knowledge of MS Office Suite;
- Strong Interpersonal skills;
- Organizational skills;
- Ability to work under pressure;
- Ability to multi-task; and
- Ability to work independently as well as in a team.

REMUNERATION PACKAGE:

- Monthly Remuneration: \$10,141.67 Trinidadian Dollars (tax exempted).
- Group Health Insurance

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency based Interview, a Language Proficiency Assessment and a Research Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three (3) referees and contact information.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either [Adobe Acrobat](#) or [Adobe Acrobat Reader DC](#). Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Dr. June Soomer
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

And sent by email to: hrcontact@acs-aec.org

The details stated above outline 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.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.