

GRENADA

TERMS OF REFERENCE

Project Title: UNLEASHING THE BLUE ECONOMY OF THE CARIBBEAN (P171833)

Implementing Ministry:

**MINISTRY OF MOBILISATION, IMPLEMENTATION AND TRANSFORMATION
(MOIT)**

Position: ADMINISTRATIVE ASSISTANT

1. BACKGROUND

The Governments of Grenada, Saint Lucia and St. Vincent and the Grenadines have received financing from the International Development Association (World Bank) and PROBLUE multi-donor Trust-Funds towards the implementation of the Unleashing the Blue Economy of the Caribbean (UBEC) Project. The UBEC Project will be implemented as a Series of Projects (SOP) over a fifteen-year period (with each project having a five-year life cycle) as per projected country demand. The Project's Development Objective (PDO) is to strengthen the enabling environment for the blue economy, economic recovery and resilience of selected coastal assets in participating countries and at sub-regional level. The PDO serves as an overall framework for strengthening the management and resilience of marine and coastal assets to stimulate select OECS economies at the regional, national and community levels. In particular, participating countries will benefit from improved competitiveness in two critical, interconnected sectors – tourism and fisheries – and one underlying enabling infrastructure service, waste management.

The Project is comprised of four components implemented in the tourism, fisheries and waste management sectors in the three Eastern Caribbean countries and at the regional level through the OECS Commission. A summary of the components is as follows:

Component 1: Strengthening Governance, Policies and Capacity Building for Key Productive Sectors

This component, through its two sub-components, targets national and regional policies, strategies, institutions, legal frameworks, and capacity building by the public sector necessary to support economic recovery and jobs and to improve the management of natural assets contributing to the regional marine environmental health and resilience.

Component 2 - Scale Up Access to Finance and Infrastructure Investments in the Blue Economy

Delivered through two subcomponents, this component includes an innovative financing mechanism to enable private sector-led growth and direct investments into economic activities that enhance ocean health and resilience leading to an increase in employment and greater GDP contribution from ocean assets, and broader uptake of climate resilient approaches.

Subcomponent 2.1: Scale Up Access to Finance to Micro, Small and Medium-sized Enterprises (MSMEs) and Fisherfolk Communities: The project will focus on two financing mechanisms

GRENADA

under this subcomponent: Regional MSME matching grants program and Expansion of the regional climate-risk insurance for fisheries.

Subcomponent 2.2: Scale Up Infrastructure Investments for Economic Resilience and Ocean Health: This subcomponent will support direct investments in resilient coastal infrastructure that generate jobs in the short-term and lay the foundation for long-term recovery through investments that help build a low-carbon, less polluting, more sustainable and resilient coastal economy that is adaptive to climate change. Public investments supported by this sub-component will serve to de-risk private investment by improving, restoring or preserving healthy and functioning marine ecosystems, and measures to prevent further degradation of key marine/coastal hotspots. Example of activities to be financed will include: i) enhancements of marine-based tourism infrastructure (e.g. visitor information, signage, access) to improve visitor experience and generate value from marine and coastal natural assets; ii) targeted investments in waste collection, segregation, recycling and disposal infrastructure to improve solid waste management systems and reduce plastics pollution; iii) pre- to post-harvest fisheries improvements to increase the value of fish products (such as small-scale solar powered processing and cold storage facilities), and investments in aquaculture to support food security and economic diversification for local communities; and, iv) restoration of nature-based infrastructure for coastal resilience and adoption of innovative technologies to strengthen monitoring and surveillance of the marine ecosystems.

Component 3: Contingent Emergency Response Component (CERC)

The CERC will support the capacity of participating countries to respond rapidly in the event of a future eligible emergency defined as “an event that has caused, or is likely to imminently cause, a major adverse economic and/or social impact associated with natural or man-made crises or disasters.”

Component 4 - Project Management, Communication and Regional Coordination

The objective of this component is to ensure effective project implementation, monitoring of activities and final project evaluation. The component will finance the expenditures of Project Implementation Unit (PIU) in each country, including compliance with environmental and social safeguards stakeholder and citizens’ engagement mechanism and the grievance redress mechanism.

The Ministry of Mobilisation, Implementation and Transformation is seeking to recruit an **Administrative Assistant** to support the implementation of the Unleashing the Blue Economy of the Caribbean Project, Grenada.

2. OBJECTIVE OF THE ASSIGNMENT

The Administrative Assistant working under the broad guidance of the National Project Coordinator, assumes primary support responsibility of planning and implementing overall administrative and secretarial support to ensure smooth implementation of the project in an efficient, courteous and professional manner.

GRENADA

In addition, directly supporting the National Project Coordinator with project coordination and implementation activities, assisting in tracking progress of activities, and providing strategic information for evidence-based decision making.

3. SCOPE OF WORK

The responsibilities of the Administrative Assistant include supporting the Project Implementation Unit with administrative tasks. Other specific responsibilities are as follows:

Executive Support

- Assist the PIU and National Project Coordinator with daily administrative duties and complete a broad variety of administrative tasks that include managing an active calendar of appointments; completing reports; composing and preparing relevant correspondence.
- Coordinate logistics with stakeholders on the PIU National Coordinator's behalf.
- Schedule meetings, prepare agendas and record, take and distribute minutes, follow up on assigned action items, and maintain accurate records of project-related activities.
- Draft and proofread reports, letters of solicitation, project processes assemble; prepare and coordinate oral and written communication with stakeholders.
- Perform other duties as assigned by the National Project Coordinator.

Administrative Support

- Coordinate and make travel arrangements, make logistical preparations for project staff, consultants, and visitors; coordinate hotel arrangements and process travel reimbursement requests when required.
- Assist in the preparation and dissemination of project reports, presentations, and other documents.
- Perform general office duties (answer phone calls and direct calls to key players/take messages).
- Oversee the efficient operation of day-to-day administrative functions, including managing office supplies, equipment and resources.
Keep track of leaves and missions of PIU staff.
- Establish and maintain an efficient and confidential filing and documentation system (online and physical) for project-related correspondence, reports, and other materials.
- Assist in compiling documents for project activities; as well as prepare meeting agendas, coordinate and organize of meetings, workshops, conferences and committees, and events related to the project.
- Assist in recording, taking and distributing minutes, following up on assigned action items and maintaining accurate records of project-related activities.

Human Resource Support

- Administratively support some HR activities (recruiting support, documents formatting, filing system's set up and other administrative tasks), drafts emails, assemble project processes and other correspondence as directed.

Communications

- Communicate with internal and external parties on meetings arrangements.

GRENADA

- Communicate directly and on behalf of the National Project Coordinator & PIU with the Regional Steering Committee, OECS Commission, National Steering Committee, donors, lead sector ministries, other UBEC participating member countries PIUs and others on matters related to project initiatives as directed.
- Support technical staff with written routine correspondences, letters and emails to required stakeholders.
- Manage incoming and outgoing project-related correspondence, ensuring timely and accurate distribution.
- Support with organizing and generating public support for events and activities to promote the project.
- Liaise with stakeholders and respond to inquiries or requests for information in a professional and timely manner.

Documentation and Reporting

- Support the project team in maintaining accurate project records, including contracts, budgets and procurement documentation.
- Assist in the preparation and compilation of project progress reports, financial statements, and other documentation as required.
- Track and update on operation expenses.
- Ensure adherence to project guidelines and procedures for document control and record management.
- Support the PIU with the documentation of best practices: Compilation of best practices, case studies, and success stories to facilitate knowledge sharing and dissemination within the project team and among stakeholders, promoting learning and replication of successful approaches.

Stakeholder Engagement

- Assist in organizing stakeholder engagement activities, including meetings, consultations, and workshops.
- Maintain a database of project stakeholders (regional and local) and their contact information.
- Support the implementation of the stakeholder engagement plan, ensuring effective communication and interaction with stakeholders.

4. DELIVERABLES

- Efficient administrative systems maintained and updated
- Timely and accurate documentation, reports and record-keeping
- Logistical arrangements for meetings and events executed effectively.
- High levels of client and internal satisfaction with administrative support.

5. REQUIRED SKILLS, QUALIFICATION AND EXPERIENCE

Minimum Qualifications and Education Required

GRENADA

- A Bachelor Degree in Business Management/Administration, Public Administration, or a related field.
- Have at least 3 years' experience providing support for upper-level management in an organisation or project related environment.
- Certification in Secretarial Sciences/Office Procedures or other professional secretarial studies.

Preferred Experience and Skills

- Excellent organizational and time management skills, with the ability to multitask and prioritize work effectively.
- Ability to work independently, flexible hours (when necessary) and proactive in addressing challenges
- Strong written and verbal communication skills with ability to draft and edit correspondence in English.
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors.
- Proficient in using office productivity software (Windows, including Microsoft 365), digital communication tools, and data management systems knowledge.
- Ability to conduct research and present data in a succinct and well-written manner.
- Excellent writing, editing, grammatical, organizational, and research skills
- Knowledge of the Eastern Caribbean region and its education system is an asset.
- Familiarity with project management principles and procedures

6. WORKING AND REPORTING ARRANGEMENT

The Administrative Assistant will report to the National Project Coordinator and collaborate closely with the sector project's lead ministries, the Project Implementation Units (PIUs) in Grenada, St. Vincent and the Grenadines, Saint Lucia and the OECS Commission. He/She will work in an integrated manner with the PIU Team and local and international consultants.

7. CONTRACT DURATION AND LOCATION

Duration

The Administrative Assistant will be engaged on a full-time basis. The initial contract duration will be twelve (12) months renewable subject to satisfactory performance evaluations.

The Administrative Assistant will be expected to serve a probationary period of six (6) months, during which performance will be assessed against agreed-upon Key Performance Indicators.

Location

The Administrative Assistant will work with the Project Implementing Unit (PIU) within the Ministry of Mobilisation, Implementation and Transformation where he/she will be assigned a workstation and will participate in face-to-face or virtual meetings, as is the case.

8. APPLICATION PROCESS:

GRENADA

Interested candidates are requested to submit the following:

- A detailed curriculum vitae highlighting relevant experience.
- A cover letter explaining the candidate's interest in the position and their suitability.
- Contact information (email and telephone) of at least two professional references.