

Job Description

Saint Lucia National Trust Project Assistant

1. Project Information

Vacancy Title	Project Assistant
Project Title:	Increasing the climate change resilience and public awareness of the Pointe Sable Environmental Protection Area and Pigeon Island National Landmark ecosystems
Source of Funds	A project of the Caribbean Biodiversity Fund (CBF), co-financed by the International Climate Initiative (IKI) of the German Federal Ministry for Environment, Nature Conservation, and Nuclear Safety through KfW.
Duty Station	Saint Lucia
Project Execution Agency	Saint Lucia National Trust
Project Executing Agency Address	Physical: Pigeon Island National Landmark Gros Islet Saint Lucia Mail: P.O. Box BW 383 Rodney Bay Saint Lucia
Job Type	Contract

2. Job Description

The Project Assistant shall work with the Project Team to ensure timely and effective delivery of project activities in accordance the Project agreement and work plan. The Project Assistant will work under the supervision of the Project Manager and collaborate with all project staff in providing administrative and logistical support to ensure timely delivery of project activities in accordance with the Project's work plan.

3. Duties and Responsibilities

The Project Assistant will be required to undertake the following in collaboration with the Heritage Conservation Manager:

- a) Assist the Project Manager to implement project activities in accordance with the project work plan;
- b) Prepare terms of references, contracts, indicative costs and invitation for tenders for project activities before they are dispatched to the Project Manager;
- c) Disseminate routine correspondence and information for project implementation;

Our Mission: "To conserve the natural and cultural patrimony of Saint Lucia with current and for future generations of St Lucians, by working as an effective advocate, educator and manager of sites through participation and collaboration."

- d) Secure invoices and receipts and prepare requests for payment to the Accounts Department;
- e) Liaise with relevant stakeholders for various project activities;
- f) Provide logistical support for organizing stakeholder consultations, workshops and meetings in support of project activities;
- g) Attend, prepare and disseminate written reports on project meetings and other project processes required for project reporting;
- h) Provide support for developing and disseminating project awareness materials via different media platforms;
- i) Assist in handling and dispatching general inquiries about the project;
- j) Provide support to all project processes;
- k) Provide secretarial support to the Project Steering Committee (PSC) and Technical Committees;
- l) Maintain the project filing system and expenditure records;
- m) Compile data and prepare project reports, in keeping with stipulated project reporting requirements;
- n) Perform any other duties as required.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES:

1. Associate Degree or Diploma in Business Administration, Office administration, (or Equivalent) and/or project management certification
2. A minimum of two years' work experience as a project manager working with projects related to the environment
3. Functionally computer literate, possessing operational skills in word-processing and spreadsheet applications, including software programs such as Word, Excel, PowerPoint, Microsoft Project.
4. Fluency in spoken and written English
5. Familiarity with basic procurement principles.
6. Familiarity with basic accounting principles.
7. Working knowledge of the public and private sector, preferably, direct working experience with government, community groups, private sector and international organizations.
8. Ability to communicate effectively.
9. Ability to work independently and as part of a team.
10. Ability to work in a timely and efficient manner, to meet tight deadlines and work under pressure.
11. Flexibility to work outside of normal work hours.
12. Ability to handle diverse stakeholders tactfully, courteously and diplomatically.
13. Ability to establish and maintain effective working relationships with relevant agencies and bodies involved in the implementation of the project.
14. Maintain integrity and confidentiality in the discharge of services and of all documents and information made available in the discharge of these services.

DURATION:

- The employment contract for this position will be for five (5) months.

Our Mission: "To conserve the natural and cultural patrimony of Saint Lucia with current and for future generations of St Lucians, by working as an effective advocate, educator and manager of sites through participation and collaboration."