**POSITION DESCRIPTION**

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| **PROGRAMME ASSISTANT – GRANT FUNDING**  **REPORTING TO: MANAGER- TECHNICAL PROGRAMMES**  **LOCATION: HEAD OFFICE, BARBADOS** |

**SUMMARY OF RESPONSIBILITIES**

## The Programme Assistant – Grant Funding will provide administrative and coordination support to the Agency’s grant funding programmeand other initiatives focused on providing finance to the CARIFORUM private sector. The role involves providing logistical and administrative support, maintaining accurate records, assisting with programme communications, and coordinating activities to ensure the smooth operation of these programmes. Key functions include supporting Business Support Organisations (BSOs), maintaining tracking and record-keeping systems, preparing inputs for reports, and assisting with programme monitoring. The Programme Assistant will also provide support to the grant evaluation committee and, when required, participate in the review of proposals, in addition to handling scheduling, travel arrangements, and routine administrative inquiries.

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| **KEY RESPONSIBILITIES** |

* Provide administrative and logistical support for the implementation and promotion of the Agency’s Grant Programme and other financing programmes.
* Assist with the dissemination of information to firms and stakeholders regarding funding programmes, including requirements, available funds, and application procedures.
* Work with selected BSOs to facilitate the effective implementation of the grant programme and associated financing initiatives.
* Maintain proper record-keeping systems and assist with updating electronic tracking tools for grants management.
* Provide logistical and administrative support to the grant evaluation committee and participate in proposal review when assigned.
* Provide administrative support including scheduling meetings, coordinating travel, and handling routine office inquiries.
* Assist with gathering basic information for internal reports and simple analyses.
* Establish and maintain files, databases, and records to support programme reporting and monitoring.
* Perform other duties as assigned to support the Agency’s projects and activities.

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| **CORE COMPETENCIES: Knowledge** |

* Knowledge of CARIFORUM countries and regional integration processes.
* Knowledge of European Union funding procedures.
* Some knowledge of financial accounting would be an asset.
* Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**KEY RESPONSIBILITIES: Skills**

* Excellent administrative skills
* Excellent oral and written communication skills
* Excellent organizational and planning skills
* Good team work and leadership skills
* Strong research and monitoring skills
* Excellent analytical skills and able communicate findings very clearly in writing
* Problem solving skills with solution and proactive orientation.
* Excellent report writing and presentation skills

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| **CORE COMPETENCIES: Abilities** |

* Ability to multi-task, prioritize, and manage time effectively to meet several deadlines.
* Ability to work under pressure with competing demands.
* Good judgment and decision-making ability.
* Utilises initiative and is adaptable.
* Demonstrates confidentiality and discretion with sensitive information.
* Pays attention to detail and accuracy.
* Ability to work effectively in a multi-cultural, diverse, dynamic environment.

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| **EDUCATION/EXPERIENCE /CREDENTIALS** |

* Bachelor’s Degree in any of the following areas: Accounting, Business Administration, Project Management, Marketing or other related field with four (4) years’ relevant work experience desirable.
* Experience working with direct or technical assistance grants as well as contract administration and principles.
* Experience working with inter-governmental Agencies in the Caribbean is desirable.
* Experience in administration for Project Management.
* European Development Fund (EDF) experience is desired.
* A CARIFORUM national.
* Fluent in English. Ability to communicate in Spanish and French would be an asset.
* Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Projects and Microsoft PowerPoint.

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| **TRAVEL DEMANDS** |

Some travel will be required to undertake the duties of the post effectively.