VACANCY NOTICE

The Caribbean Agricultural Research and Development Institute (CARDI) an autonomous Institute funded by Member Countries of the Caribbean Community (CARICOM) invites applications for the following positions located at our Headquarters in Trinidad:

PRODUCTION ASSISTANT - (Publications Unit)

FUNCTION:
Responsible for the printing and binding of adequate copies of CARDI’s documents, brochures, factsheets and reports for subsequent dissemination to CARDI’s staff members, client organisations and general public.

Assisting in the designing of CARDI’s documents, brochures, art and copy layouts

Assisting in the design and preparation of art and copy layouts for reproduction in exhibitions, books, brochures and other material to be presented by visual communications media.

Responsible for all aspects of Audio Visual production including setting up of the public address system, still photography and videotaping.

Assisting in setting up of CARDI exhibitions.

QUALIFICATIONS
At least five G.C.E/C.X.C. subjects, two of which must include English and Mathematics, as well as a Technical Certificate in visual communication print shop and computer graphics. Must be able to design illustrative material and copy. Experience in the use of desktop publishing software and web authoring tools will be an asset.

EXPERIENCE
Two years related work experience with the ability to use Acrobat Professional Writer and/or Illustrator. The incumbent should be able to work with modern office equipment such as photocopying and binding machines as well as scanners.

ADMINISTRATIVE SECRETARY

FUNCTION:
Responsible for carrying out general office and administrative duties as well as providing secretarial services to the Directors, Department Heads and Unit Managers.
QUALIFICATIONS
Five GCE O’levels or CXC General Proficiency subjects including English and a numerate subject. Secretarial Science Diploma including Advanced Typing. Shorthand at 90 w.p.m. Computer skills in word processing and spreadsheet management are necessity. Professional Secretary Qualifications will be an asset.

EXPERIENCE
At least five years working experience as a Secretary. Office Practice and Administrative Procedures will be needed. Excellent communication skills (verbal and writing).

ACCOUNTING ASSISTANT (3 Positions)

FUNCTION:
Responsible for liaising, verifying, releasing and posting accounting transactions of remote Account Units. Reviews accounting reports to ensure the accounting records of the Institute are accurate and exercise budgetary control.

EXPERIENCE
Three years’ experience in word processing, office procedures and book-keeping techniques acquired on the job. Knowledge of record-keeping important to the job.

FUNCTION:
Responsible for carrying out general office and administrative duties as well as providing secretarial services to the Directors, Department Heads and Unit Managers.

QUALIFICATION:
At least Level 2 of CAT or equivalent and/or A’level Accounting. Secondary School, GCE/CXC English/Office Procedures and Book-keeping. Computer skills required for the inputting of accounting data to produce Transaction Register. Use of database and spreadsheet applications important to job.

SALARY/BENEFITS
Salary for all positions advertised is commensurate with qualifications and work experience.

For further details on these jobs please visit our website at www.cardi.org. Applications should be addressed to the Head, ICB Unit, Caribbean Agricultural Research and Development Institute (CARDI) P.O. Bag 212, University Campus, St. Augustine, Trinidad and Tobago or via email at hresources@cardi.org.

The deadline date for receipt of applications is 20 November 2015.

PLEASE NOTE THAT UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED