



**VACANCY NOTICE  
ADMINISTRATIVE ASSISTANT  
(Local Recruitment – Belize)**

The Caribbean Agricultural Research and Development Institute (CARDI) an autonomous Institute funded by Member Countries of the Caribbean Community (CARICOM) invites applications for the position of Administrative Assistant located at our CARDI Belize Unit.

**FUNCTION:**

The candidate will be responsible for carrying out general office administrative, accounting and Human Resource functions, managing the Country Office's Human Resource/Accounting database and providing in-house Information Centre Services.

**QUALIFICATIONS**

- Five CXC (general proficiency) or GCE (O' Level) subjects including English Language and Mathematics.
- Certified Accounting Technician Part II, (ACCA I or similar qualifications)
- Secretarial Science Diploma.
- Computer skills in Word Processing and Spreadsheet management are a necessity.
- Shorthand may be required occasionally.

**EXPERIENCE**

Six years on the job secretarial experience in Office Practice and Administrative Procedures.

For further details on this job please visit our website at [www.cardi.org](http://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](mailto:hresources@cardi.org).

The deadline date for receipt of applications is Wednesday 9 January, 2019.

**UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED**