

**CARIBBEAN AGRICULTURAL RESEARCH AND DEVELOPMENT INSTITUTE**

**POSITION DESCRIPTION**

<b>DATE OF PREPARATION</b>	:	12 February 2003
<b>UPDATED</b>	:	08 August 2022
<b>APPROVED BY</b>	:	_____
<b>POSITION TITLE</b>	:	Executive Assistant
<b>DEPARTMENT</b>	:	Office of the Executive Director
<b>COUNTRY</b>	:	Trinidad & Tobago (Headquarters)

**FUNCTION:**

Responsible for the overall management of the Office of the Executive Director and for interfacing with Senior Executives, Managerial and other Staff, Visitors, Members of the public and Government officials and Diplomatic Missions and for facilitating the accurate and timely dissemination of information regarding the Institute's objectives, programmes and projects.

The Executive Assistant is required to perform secretarial work of a confidential nature and in this regard undertakes activities associated with transmitting and receiving data by machines; word processing and desktop publishing as well as other administrative duties within the Secretariat.

The incumbent is required to prepare memoranda related to policies, passed down by Board of Directors, Management, and prepares records such as notices, minutes and resolutions of meetings of the Board of Governors and Board of Directors, and the Management Committee and follows – up on requests and tasks assigned by the Executive Director to staff.

The Executive Assistant must also ensure the confidentiality and/or safe keeping of all information, correspondence, documents, materials and equipment within the Executive Director's secretariat through the establishment and maintenance of an efficient system of records management in chronological, alphabetical or numeric sequence to allow for easy reference and retrieval when required.

The Executive Assistant is also responsible for making protocol arrangements on the Institute's behalf as well as for ensuring adherence to protocol arrangements in the Country Representations throughout the Region.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Interfaces** with personnel at all levels and with visitors/customers, Government Officials Diplomatic Representatives and members of the public on the Executive Director's behalf. Functions as Consular Officer in matters with Foreign Embassies. Arranges meetings and

appointments. May be required to take minutes of meetings and follow-up on conclusions.

**Responsible** for organizing the logistic and administrative arrangement for the Board of Governor and Board of Directors meetings and for providing services for both.

**Schedules** and arranges all interviews, meetings, visits and other appointments for the Executive Director and ensures that all necessary physical and protocol requirements are in place. Arranges flights, transportation and accommodation for the Executive Director's business travel.

**Filters** personal and classified mail to the Executive Director, and deals with routine correspondence.

**Monitors** all incoming calls, faxes and messages and makes telephone calls, local and overseas: Follows up on inquiries made by the Executive Director.

**Gives** information of a non-confidential general nature as required by specific personnel; Supplies confidential information on instruction of Executive Director.

**Ensures** that the Executive Director's files on standard recurring matters are always up to date and ready for attention and further action.

**Prepares** minutes and maintains records of minutes of meetings; takes follow-up action on decisions from meetings and circulates directives to appropriate parties.

**Drafts** administrative correspondence and minutes of meetings for Executive Director's consideration and answers business correspondence as directed.

**Obtains**, proposes and monitors deadlines for projects/ activities, assigned by the Executive Director, and ensures that deadlines are met. Plans and schedules follow-up meetings.

**Assists** in organising and hosting hospitality functions for outside visitors.

**Arranges** Public Relations efforts, including meetings with influential members of the Community, Officials of Member Governments, Donor Agencies and Non-Governmental Organisations in order to assess needs, objectives and policies so that these can be incorporated into the Institute's Work Programmes and Budgets.

**Prepares** financial budgets on activities within the Office of the Executive Director.

**Identifies** "Major Job Objectives" and prepares performance appraisal for staff supervised.

*The above responsibility statements identify specific duties necessary to attain CARDI's overall objectives while not precluding the job holder from carrying out other related activities that may be inherent in the job.*

**REPORTING RELATIONSHIPS** : Reports to the Executive Director

**PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

**Internal** : All departments within the Organisation

**External** : Government and Business organisations, and Agencies associated with CARDI. Members of the Board of Directors and Board of Governors and CARICOM Secretariat staff.

**PERSONNEL SUPERVISED BY THIS POSITION MAY INCLUDE:**

*Directly*

Expeditior/Driver  
Administrative Assistants

**EXPERIENCE** : A minimum of eight years' experience in a similar position requiring secretarial and supervisory skills in areas such as office practice, public relations and administrative services.

**QUALIFICATIONS** : Diploma in Public Administration or Management. Advanced certification in Secretarial Science or related field. Certification in Public Relations/Communications is an asset. Bi-lingual ability important to the job. Proficiency in Microsoft Office suite particularly MS Word, MS Excel, MS PowerPoint and MS Outlook (calendar management) is a necessity.

**Signature of Employee:** ..... **Date:** .....

**Signature of Manager/Supervisor:** ..... **Date:** .....