TERMS OF REFERENCE

ADMINISTRATIVE ASSISTANT

Integrated Landscape Management (ILM) for Addressing Land Degradation, Food Security and Climate Resilience Challenges in the Bahamas

The Caribbean Agricultural Research and Development Institute (CARDI), invites suitably qualified candidates to apply for the position of Administrative Assistant in the Commonwealth of the Bahamas for a period of 18 months.

The Caribbean Agricultural Research and Development Institute (CARDI) is providing support for the implementation of activities under the UNGEF-7 Project: Integrated Landscape Management (ILM) for Addressing Land Degradation, Food Security and Climate Resilience Challenges in the Bahamas. The project is implemented by the Department of Planning and Protection (DEPP) of the Ministry of Environment and Natural Resources of the Bahamas and the United Nations Environment Program (UNEP) in coordination with the Inter-American Institute for Cooperation on Agriculture (IICA) with funding from the Global Environment Facility (GEF).

CARDI is responsible for the implementation of activities under Component 2: Demonstrating of regenerative agriculture and resilient food production systems, practices and technologies.

This Component will be implemented in seven (7) islands in the Bahamas. These are: Abaco, Andros, Cat Island, Eleuthera, Grand Bahama Island, Long Island and New Providence.

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SCOPE OF WORK

The Administrative Assistant will provide essential support to the project by undertaking various administrative and clerical tasks. The role involves coordinating office activities, managing documentation, and ensuring efficient day-to-day operations.

**Key Responsibilities:**

- Assist in daily office operations, including managing phone calls, emails, and correspondence.
- Maintain and organize physical and electronic files and records.
- Manage office supplies and initiate procurement requests as needed.
- Coordinate meetings, appointments, and travel arrangements for the project team.
- Prepare meeting agendas, minutes, and distribute relevant materials as required.
- Ensure timely communication of schedules and updates to the team.
| REQUIRED QUALIFICATIONS AND TECHNICAL SKILLS | The successful candidate will have the following qualifications:

☐ An Associate Degree in Business Administration or related field with at least two years relevant working experience.

☐ The Administrative Assistant must have proficiency in MS Office software, a background in administrative duties, excellent written and oral communications skills, and superior organisational skills and must be deadline oriented.

The Administrative Assistant must have the ability to prioritise assignments and function with minimal supervision. |
| BASIS FOR PAYMENT | Deliverables ☒ Person-months |