

GOVERNMENT OF ST. VINCENT AND THE GRENADINES
NATIONAL AGRICULTURAL AND FEEDER ROADS PROJECT
POSITION OF OFFICE ADMINISTRATOR

REQUEST FOR APPLICATION

The Ministry of Transport, Works, Urban Development and Local Government (MTW), the Executing Agency, wishes to procure services from eligible individuals for the position of **Office Administrator** in the Project Team established under the National Agricultural and Feeder Roads Project.

The expected outcome of the Project is to rehabilitate and upgrade the road infrastructure in several rural areas across the country.

The **Office Administrator (OA)** will be assigned exclusively to the Project and will report to the Project Coordinator (PC). The duties and responsibilities of the OA include but are not limited to:

- a) Responsibility for all the administrative affairs of the PIMU.
- b) Assist in establishing and maintaining project documentation and filing system.
- c) Assist in operating and maintaining the telecommunication services of the project including telephone, receiving and disseminating correspondence.
- d) Assist in preparing, updating and maintaining an inventory of project assets.
- e) Assist in preparing logistic and administrative tasks for the project such as project meetings, ground breaking and opening ceremonies and training programs.
- f) Organize meetings and record and disseminate minutes.
- g) Human Resource management.
- h) Secretary to the Project Coordinator.
- i) Administrative and financial record keeping.
- j) Assist in procurement of equipment and supplies for PIMU.
- k) Assist in preparation of withdrawal applications for services, works and supplies.

Prospective candidates must possess the following qualifications:

- a) At least 10 years' experience in a similar position.
- b) BSc. in Management Studies or related field.
- c) Excellent skill in Microsoft Office Word, Excel, Power Point;
- d) Excellent verbal and written English language;
- e) Excellent communication, and facilitation skills;
- f) Hard working, detailed oriented, and able to multi-task effectively;
- g) Good administration and interpersonal skills;
- h) Ability to work effectively under pressure.
- i) Can work independently and with no supervision
- j) Accounting experience background would be an asset.

The duration of the assignment is expected to be for a period of **36 months**.

MTW now invites interested eligible individuals to submit Applications for the position of Office Administrator.

In the assessment of submissions, consideration will be given to qualifications and experience. Further information may be obtained from the MTW between 0800 and 1600 hours Monday to Friday.

Four (4) hard copies of the Application must be received at the address below no later than 1400 hours on **Friday, May 24, 2019**. The sealed envelope should be clearly marked “**Application for the Position of Office Administrator, National Agricultural and Feeder Roads Project**”

Following the assessment of submissions, the most technically capable and appropriately experienced applicant will be invited to an interview. GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of applications.

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