JOB DESCRIPTION

01-2022 Technical Assistant

I. POSITION IDENTIFICATION

Position type: Administrative - Technical

Contract type: Temporal Agreement

II. MISION

To provide administrative/technical assistance to the Delegation in Barbados in the implementation of the national and sub-regional technical cooperation agenda within the framework of the IICA Medium Term Plan.

III. MAIN DUTIES

1. Provide technical and administrative support to the National and International Specialists in the Barbados Delegation in the development and implementation of the technical cooperation actions in Barbados with focus on (1) working with existing networks, procedures for communicating with and engaging stakeholders (2) practical capacity for on farm/site installations and facilitating in field work (3) networks/relationships for event management, catering, etc.

2. Provide technical and administrative support to the International Specialists based in the Delegation in Barbados particularly with respect to the conduct of research and analysis of data and in the convening, servicing and reporting of technical events including webinars, workshops, etc.

3. Support the Delegation in the management of the information technology and communication systems

4. Provide assistance in the development of communication/visibility materials including the development of appealing narratives and similar products and in the management of the social media platforms in the Delegation.

5. Provide general administrative support to the effective operations of the Delegation including the answering and directing of incoming telephone calls and receiving visitors to the office.

6. Perform any other duties as may be assigned by the Representative.

IV. JOB PROFILE

1. Career

First level Tertiary Certification in Agriculture, Business Management, Administration or Social Sciences desirable.

2. Experience

Of 2 a 4 years (Required)

Areas of experience

- Computer literacy – Word, Excel, Power-point, etc.
- Strong interpersonal and organizational skills
- Good writing, communication and analytical skills
- Basic knowledge of project management principles and proposal writing

3. Academic degree

First Level Tertiary Certification

4. Languagues

English Advance

5. Computer skills

- MS Office
- Teams
- Google (Gmail, Calendar, Meet, etc.)
- Zoom

V. REQUIRED SKILLS

- Collaborative work
- Adaptability and Change Management
- Communication
- Customer service

Candidates may present their offer of services from **May 13 to May 27**. To do so they must complete the form at the link CLICK HERE