

DETAILS OF THE POSITION

Applications are invited from interested and suitably qualified nationals of Member States and Associate Member States to fill the following position at the Association of the Caribbean States

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| Job Title: | Unit Assistant - Communications |
| Level: | Temporary Staff |
| Reporting to: | Communications Officer |
| Type of appointment: | Full time |
| Duration of appointment: | 18 months |

FUNCTIONS OF THE POSITION:

Under the general guidance of the Communications Officer, the incumbent is responsible for providing administrative support to facilitate the efficient operations of the Unit.

DUTIES AND RESPONSIBILITIES:

- Design official ACS publications including Bulletins, Brochures and Magazines;
- Conceptualize and design infographics and logos;
- Assist in the production of information campaigns to promote the work of the ACS;
- Assist in the production of ACS publications;
- Update the ACS website;
- Manage ACS social media accounts;
- Monitor the local media (printed press, radio and television) for materials relevant to the ACS. Materials are to be clipped and scanned to the relevant stakeholders;
- Maintain and update a database of contact information on the media, Foreign Affairs' Communications Officers, Government Information Services and other relevant groups for Trinidad and Tobago and the ACS region;
- Render logistical assistance including the preparation and proof reading of documents for all activities, meetings, signing ceremonies, Official visits et cetera under the purview of the Communications Unit;
- Edit videos to promote the ACS and its work;
- Assist in the preparation of press/news releases related to ACS meetings, signing ceremonies and Official visits to the Secretariat;
- Provide courtesy translation of documents (approximately 2-3 pages);

- Manage and maintain physical and electronic records for the Unit in accordance with established ACS policy, procedures and standards;

- Copy and forward all correspondence to the general archives of the Secretariat;
- Prepare letters, verbal notes, circular notes, emails, or any other documents, in two (2) official languages of the ACS - Spanish, English and French (where applicable) and follow up on

correspondences sent;

- Dispatch correspondences related to the official work of the Unit via mail, courier, hand and/or email when requested and follow up as necessary;
- Manage email correspondences and follow up as necessary;
- Arrange official appointments and manage the official agenda of the Communications Officer in a timely, diplomatic and conscientious manner, providing confirmations, regrets, and reminders to all concerned;
- Prepare dossiers for the official missions of the Communications Officer, coordinating with other Directorates, Officials, related institutions and/or personnel as necessary;
- Prepare the Value Added Tax (VAT) for the Communications Officer;
- Assist the Communications Officer with personal matters which he/she requests, within the parameters of the organisation in an official capacity;
- Represent the ACS at official meetings, events, workshops and conferences as designated.
- Assist with reception duties in order to relieve the Receptionist during scheduled breaks or in his /her absence from office.
- Provide any other assistance and support as requested.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- A first-level university degree (Bachelor's) in fields related to International Relations, Graphic Design, Marketing, Communications, Public Relations or other relevant areas;

Experience:

- Minimum of six months' in providing administrative support services such as graphic and publication design, video editing, photography;
- Use of a range of social media channels within a professional context;
- Use of Adobe Design Suite (Premiere Pro, Illustrator, Photoshop); and
- Working in an international or regional organisation will be considered an asset.

KNOWLEDGE AND COMPETENCIES:

- Excellent oral and written communication skills in two (2) of the official languages of the ACS;
- Strong Interpersonal skills;
- Excellent knowledge of Adobe Creative Suite;
- Ability to work under pressure in a multicultural environment;
- Excellent organisational, planning and time management skills;
- Professionalism;
- Detail oriented;
- Ability to work independently;

- Ability to work in a team and to collaborate with others;
- Proficiency in MS Office Suite.

REMUNERATION PACKAGE:

- A Monthly Salary of US \$1,206.32 (tax exempted);
- Group Health Insurance Medical Plan.

ASSESSMENT:

Evaluation of qualified candidates for this position will include a Competency- based Interview, a Language Proficiency Assessment and an Assessment Exercise.

APPLICATION PROCEDURES:

Candidates must present the following documents for consideration:

1. Full Curriculum vitae;
2. University degree certificate;
3. Language Proficiency certificates (not native tongue);
4. Names of three referees and contact information.
5. A Portfolio with five samples of completed graphic design/video editing work; please include link in application email.

Applicants must complete the **Applicant Job Profile Summary Form** included with the website vacancy. Failure to complete the Applicant Job Profile Summary Form will result in automatic rejection of the application. This form must be completed using either Adobe Acrobat or Adobe Acrobat Reader DC. Do not attempt to complete this document using any web browser.

Applications must be addressed to:

Rodolfo Sabonge
Secretary General
Association of Caribbean States
5-7 Sweet Briar Road, St. Clair
PO Box 660, PORT OF SPAIN
Tel: 868-622-9575
Fax: 868-622-1653

And sent by email to: hrcontact@acs-aec.org

The details stated above outline the nature and level of the tasks normally assigned to this position. It does not constitute an exhaustive list of these tasks. Additional related duties may be assigned as necessary for the effective functioning of the Association.

Only electronic applications will be acknowledged. All your submissions via email must not exceed 5MB in size.

Due to the high volume of applications received, only short-listed candidates will be contacted for an interview. These candidates will also receive notice of the final outcome of the selection process.