



PLANNING INSTITUTE OF JAMAICA

ADMINISTRATIVE ASSISTANT PILOT PROGRAMME FOR CLIMATE RESILIENCE (PPCR) – JAMAICA

The Planning Institute of Jamaica seeks suitably qualified candidates to fill the position of **Administrative Assistant - Pilot Programme For Climate Resilience – Jamaica**.

The Administrative Assistant will provide administrative support necessary for the effective execution of Phase I activities under the PPCR and the preparation for implementation of Phase II.

Scope of Work

1. Provide administrative support to the Programme Coordinator, in the implementation of the activities of Phase I of the PPCR and the preparatory activities for the implementation of Phase II of the Programme.
2. Provide the inputs required of the project coordination unit to ensure the timely procurement of the goods and services to be acquired under the project.
3. Assist the Programme Coordinator in the monitoring the progress of consultancy assignments and troubleshooting as necessary.
4. Provide office support services for the Programme Management Unit (PMU).
5. Assist with the scheduling and coordination of meetings, and workshops , missions, site visits etc., and maintain a calendar of PMU activities.
6. Assist in the preparation of all reports.
7. Serve as Recording Secretary to the Programme Steering Committee and other meetings related to the programme.
8. Prepare and disseminate meeting notes in a timely manner.
9. Assist with any other activity that is required for the successful management of the programme.

Minimum Qualifications/Experience

- The incumbent should possess a first degree in Public Administration or an equivalent from a recognized institution.
- At least five years experience in office administration/management
- A working knowledge of Government of Jamaica's and International Development Partners procurement guidelines and procedures; and proficiency in the use of Microsoft Office applications.

Knowledge and Skill Requirements

- Good knowledge of operational and administrative procedures related to programme development, administration and implementation.
- Ability to apply good judgment in prioritizing assignments.
- Effective time management and organizational skills.
- Efficiency in meeting commitments, observing deadlines and achieving results.
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies.
- Excellent analytical and problem solving skills.
- Highly developed people and team skills.

Applications should be submitted no later than **February 10, 2012** addressed to:

The Human Resource Manager
Planning Institute of Jamaica
16 Oxford Road
Kingston 5
Email: vacancies@pioj.gov.jm
Fax: 906-4615

We thank you for your expressions of interest, however, only short-listed applicants will be contacted.

PLEASE SEE TERMS OF REFERENCE BELOW

TERMS OF REFERENCE

ADMINISTRATIVE ASSISTANT PILOT PROGRAMME FOR CLIMATE RESILIENCE - JAMAICA

1.0 BACKGROUND

1.1 In May 2009, Jamaica accepted the offer extended by the Sub-Committee of the Pilot Program for Climate Resilience (PPCR) to participate in PPCR, as one of the six countries in the Caribbean regional pilot program. The other five countries are Grenada, St. Vincent, St. Lucia, Dominica, and Haiti. The PPCR aims to pilot and demonstrate ways in which climate risk and resilience may be integrated into core development policies, planning and implementation. The objectives of the PPCR include:

- piloting and demonstrating approaches for integration of climate risk and resilience into development policies and planning;
- strengthening capacities at national levels to integrate climate resilience into development planning;
- scaling-up and leveraging climate resilient investment, building on other on-going initiatives;
- enabling learning-by-doing and sharing of lessons at country, regional and global levels.

1.2 The PPCR will be implemented in two phases. Phase I will focus on the conduct of consultancy assignments to provide inputs to be utilized in the development of the national Strategic Programme for Climate Resilience and the development of detailed investment programme proposals. The activities of the PPCR for Jamaica have so far culminated in the development of a Strategic Program for Climate Resilience (SPCR). The SPCR outlines all the key strategies and strategic actions that are to be carried out to enable Jamaica to demonstrate greater resilience to the impacts of climate change. The PPCR Sub-Committee has endorsed the SPCR and three investment programmes concepts.

1.3 Phase II of the PPCR will focus on the implementation of the approved investment programmes with funding from the Climate Investment Fund. These programmes will among other things:

- mainstreaming Climate Change into priority sectors; facilitating sectoral adaptation measures;
- strengthening policy/institutional arrangements;
- building capacity for planning and forecasting; and
- climate change education and awareness.
- Devise and implement climate change adaptation initiatives at the community level

- Establish sustainable climate change project financing mechanisms for the private sector and community based organizations.

1.4 Initiatives related to the above themes will be implemented for the following priority sectors: water resources; agriculture and food security; tourism; human health; human settlements and coastal resources.

In addition, the SPCR should demonstrate:

- strong linkages to the Regional track;
- participation of vulnerable groups,
- a strong emphasis on gender inclusion; and
- private sector participation

2.0 OBJECTIVE OF THE POSITION OF ADMINISTRATIVE ADSSISTANT

The purpose of the Administrative Assistant position is to provide administrative support necessary for the effective execution of Phase I activities under the PPCR and the preparation for implementation of Phase II.

3.0 SCOPE OF WORK

The Administrative Assistant will be required to undertake activities as outlined below.

10. Provide administrative support to the Programme Coordinator, in the implementation of the activities of Phase I of the PPCR and the preparatory activities for the implementation of Phase II of the Programme;
11. Provide the inputs required of the project coordination unit to ensure the timely procurement of the goods and services to be acquired under the project;
12. Assist the Programme Coordinator in the monitoring the progress of consultancy assignments and troubleshooting as necessary.
13. Provide office support services for the Programme Management Unit (PMU);
14. Assist with the scheduling and coordination of meetings, and workshops , missions, site visits etc., and maintain a calendar of PMU activities;
15. Assist in the preparation of all reports;
16. Serve as Recording Secretary to the Programme Steering Committee and other meetings related to the programme;
17. Prepare and disseminate meeting notes according to 3.7 above; and
18. Assist with any other activity that is required for the successful management of the programme

4.0 DELIVERABLES

The following are deliverables expected from the Programme Assistant.

- Project reports and schedules
- Preparation for and coordination of workshops; missions; site visits; meetings convened for the Programme Steering Committee
- Minutes of Programme Steering Committee Meetings and all other meetings of the PMU
- Project correspondence and files

5.0 QUALIFICATION AND EXPERIENCE

The incumbent should possess a first degree in Public Administration or an equivalent qualification from a recognized institution. Additionally, he/she should have at least five years experience in office administration/management; a working knowledge of Government of Jamaica's and International Development Partners procurement guidelines and procedures; and proficiency in the use of Microsoft Office applications including Word, PowerPoint, Projects, and Excel.

Additionally, he/she is expected to demonstrate the following competencies:

- Good knowledge of operational and administrative procedures related to programme development, administration and implementation;
- Ability to apply good judgment in prioritizing assignments;
- Effective time management and organizational skills;
- Efficiency in meeting commitments, observing deadlines and achieving results;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relationships with multi-sectoral agencies;
- Excellent analytical and problem solving skills;
- Highly developed people and team skills.

6.0 CHARACTERISTIC OF THE ASSIGNMENT

Duration: Maximum of 6 months

Place of Work: Planning Institute of Jamaica

16 Oxford Road, Kingston 5

7.0 REPORTING AND LOCATION

The Administrative Assistant will be located within the Project Management Unit which will be under the Sustainable Development and Regional Planning Division (SDRPD) of the Planning Institute of Jamaica. He/she will report to the Programme Coordinator.