



Terms of Reference

Position title	Administrative Assistant
Location	Flexible within the insular Caribbean

I. BACKGROUND

Established in 2012, the CBF is a regional environmental fund whose mission is to ensure continuous funding for conservation and sustainable development in the Caribbean. The CBF was designed to accommodate the receipt, investment, distribution and monitoring of conservation funding throughout the region. The 2022-2027 CBF Strategic Plan has three main goals:

1. CBF is an effective institution with exemplary practice standards. To build effective and reliable organizational structures for the CBF and its Caribbean Sustainable Finance Architecture (CSFA).
2. CBF grantees and beneficiaries geographically cover more of the Caribbean region. To expand the CBF's thematic and geographic scope.
3. CBF provides sustainable financing opportunities for the Caribbean region. To increase funding for the CBF and the CSFA.

The Fund has a flexible structure to implement innovative solutions for resource mobilization at the regional level through a range of financial instruments. Currently, the CBF manages a total of USD175 million, including USD 95 million endowment in its Conservation Finance Program, which aims to support 12 countries across the region, a USD 50 million sinking fund for Ecosystem-based Adaptation – the EbA Facility- which anchors the CBF's Climate Change Program; and a €USD 30 25 million¹ sinking fund for the Advancing of Circular Economy – the ACE. Facility which anchors the Nature Based Economies Program.

¹ approx. USD 28 Million

For more information, please see attached the CBF ACE Facility Fact Sheet or visit the CBF website (www.caribbeanbiodiversityfund.org).

II. POSITION SUMMARY

The CBF seeks an Administrative Assistant with a proven record of success in providing administrative support to regional organisations with community grantmaking and innovative programs. The Administrative Assistant will be responsible for overall administrative support and office coordination activities for the CBF.

III. DUTIES AND RESPONSIBILITIES

The Administrative Assistant will:

1. Staff coordination and Administration.

- Provides general CBF team coordination.
- Manages the office calendar and coordinates travel arrangements for staff members.
- Supports the recruitment process by assisting with coordinating interviews and preparing onboarding materials for new staff members
- Assists CBF CEO in liaising and filing documents with the UK Company Secretariat, UK Company House, UK Charity Commission, Directors and Officers Insurance provider, CBF lawyers, and any other external service providers.
- Provides support to CBF systems such as ZohoOne related to document management, expense processing, leave management and HR platform.
- Supports the development, modifications and implementation process of internal policies and procedures to ensure effective office management.
- Drafts correspondence and reports as required.
- Supports the CBF CEO in engaging the CBF Board as required.
- Keeps proper and safe record and movement of documents and files.
Assists with other relevant administrative tasks as assigned.

2. Meetings, Events, and Reports

- Assists in scheduling appointments, meetings, and conference calls for the CEO and across CBF programs
- Organizes and coordinates virtual and in-person meetings and events, including webinars, retreats and training sessions.
- Coordinates and assists in the preparation and delivery of events by securing and preparing venues, catering, reproduction of documents, and any other logistical arrangements required.
- Supports the preparation of all CBF Annual, Board, and Committees meetings and any other such meetings logistics and documentation.
- Leads on the preparation of Board meeting materials, including agendas, minutes, and presentations

- Prepares minutes for all CBF related meetings and events (such as Board meeting, Committee Meetings and workshop) as required.
- Assists as needed in development of reports for donors, the public, and others.

3. CBF Programs, Projects, Grant-making, Expenditures and Payment Processing

- Provides administrative support for CBF and its Programs and Projects.
- Assists with CBF grant application and reporting processes, including tracking deadlines, leading on compliance checks and liaising with applicants.
- Supports the preparation, submission and notification of CBF payments to beneficiaries as required.
- Provides support in travel-booking arrangements for participants participating in monitoring visits , training and workshops.
- Supports and processes travel expense reports reimbursements for CBF staff as needed.
- Negotiates, submits and processes payments to CBF goods and services providers.
- Ensures compliance with the CBF and other relevant donor policies and procedures when processing grants, payments and reimbursements.

4. Budgeting, Accounting and Auditing.

- Supports as needed the CBF budget, accounting and auditing processes.
- Prepares and processes expense reports and invoices, liaising with the Finance Office.
- Supports the procurement processes of CBF and assists with procurement of goods and services.

5. Communications

- Manages CBF Secretariat general e-mail account and receives and directs to the appropriate staff phone, electronic and any kind of communication.
- Provides support to develop powerpoint and other presentations.
- Organizes and manages the CBF electronic filing systems and databases.
- As needed, provides support to marketing and communications and social media platforms management.

6. Travel

- Travels, as required, within the Caribbean region and internationally to fulfill the Administrative Assistant tasks.

IV. REQUIRED EXPERIENCE AND SKILLS (evaluation criteria):

All candidates for the Administrative Assistant position must provide evidence of the following skills and abilities:

A. Minimum qualifications and experience:

1. An undergraduate degree in business administration, project management or similar from a recognized institution is required.
2. At least 5 years of experience in providing administrative support for regional non-profit organizations or similar institutions. The following will be considered advantageous: (i) experience with donor-funded projects; (ii) region-wide Caribbean experience; (iii) financial knowledge
3. Strong command of technology solutions and common software including MWord, Excel, PowerPoint, Zoom meeting and webinars and others. Knowledge and experience with ZohoOne will be an asset.
4. Exemplary verbal and written skills in English and strong verbal and written skills in Spanish. Good or advanced French knowledge (conversational, reading and writing) is an asset.

Technical Skills:

5. **Office coordination and support:** Demonstrated experience in virtual office coordination and support services for remote staff and teams
6. **Documents organization and drafting:** Demonstrated experience in organizing and drafting documents such as letters, minutes, and project reports. Skills in record-keeping, filing, and document management an asset.
7. **Event planning:** Demonstrated experience in oversight and management of administration and logistics of in-person and virtual events.

B. Management and other skills:

1. **Leadership:** High capacity to establish a successful vision for the tasks at hand and deliver results within a specific time frame and a team effort environment.
2. **Interpersonal and communication skills:** Excellent interpersonal and communications skills, and the ability to work with diverse groups and organizations.
3. **Proactive behavior:** Be a highly energetic, self-starting, entrepreneurial and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken.
4. **Assertiveness:** Capacity to solve problems or conflicts in an assertive manner often with limited information and under pressure.

V. HOW TO APPLY:

To apply for the Administrative position, please submit the documents listed below to secretariat@caribbeanbiodiversityfund.org copying jbuchanan@caribbeanbiodiversityfund.org with **Subject Line: [Name] [Last Name] Administrative Assistant Application.**

All applications must be received by Friday, June 2, 2023 at 11:59PM EST. Applications not received by the above deadline will be automatically disqualified. Expected start date for the position is August 1, 2023.

A. Application documents:

1. Cover letter
2. CV / Resume
3. Three references

B. Selection Process:

1. Any application must contain all the information requested in Section V. A above. Incomplete applications will be automatically eliminated from the review process.
2. All complete applications will be reviewed by a Selection Committee against the evaluation matrix found in Section V. C below.
3. A shortlist of candidates will be invited to conduct an interview.

C. Selection Criteria and Evaluation Matrix

Selection Evaluation Matrix: Administrative Assistant			
		Maximum Score	Candidate's Score
1.	Minimum Requirements	25	
	Education	5	
	Overall professional experience	10	
	English knowledge	4	
	Spanish knowledge	4	
	French knowledge	2	
2.	Technical Skills	50	
	Office Coordination and support	10	
	Documents organization and drafting	10	
	Event planning	10	
	Systems management support	10	
	Communications	10	
3.	Management and other skills	25	
	Leadership	5	
	Interpersonal and communication skills	10	
	Proactive behavior	5	
	Assertiveness	5	
	TOTAL SCORE	100	