DETAILS OF THE POST OF EXECUTIVE SECRETARY-CAHFSA

1. **FUNCTIONS OF THE POST**

   Under the direct supervision of the Chief Executive Officer (CEO) and in close collaboration with the Finance and Administrative staff of CAHFSA, the Executive Secretary coordinates and performs a range of office support, management support and administrative tasks, providing for the smooth and efficient running of the Office of the CEO. He/ she ensures the quality and consistency of office work and the flow of information.

2. **MINIMUM REQUIREMENTS**

   Education: Candidates must possess at least a diploma in office administration, secretarial work, or other related fields

   Experience: A minimum of five years of secretarial/administrative secretary experience is required, including two years at an executive level

   Languages: Working knowledge of English and Dutch

   IT Skills: Excellent knowledge of the Microsoft Office applications, Internet, and office technology equipment

   **In addition,** candidates should have the following technical skills and competences

   i. Knowledge of reporting techniques

   ii. Excellent filing, recordkeeping, and organisational skills

   iii. Excellent written and verbal communication skills.

   iv. Good time management skills

   v. Proficiency in appointment scheduling.

   vi. Confidentiality and integrity

   **Candidates should also possess an understanding of the following:**

   i. The Revised Agreement establishing the Caribbean Agricultural Health and Food Safety Agency (CAHFSA)

   ii. The Agreement between the Government of the Republic of Suriname and the Caribbean Community establishing the Headquarters of the Caribbean Agricultural Health and Food Safety Agency

   iii. Operating mechanisms of the Caribbean Community

3. **DUTIES AND RESPONSIBILITIES**

   The Executive Secretary will be required to:
(a) **SCREEN** requests for appointments with the CEO, maintain CEO's calendar, confirm mutually convenient schedules, and arrange appointments.

(b) **RECEIVE** visitors, place and screen telephone calls, answer queries, and obtain additional information as required

(c) **RECEIVE, RECORD, PROCESS, PRIORITIZE** and **DISTRIBUTE** incoming mail and correspondence to the CEO; follow up on pending actions; prepare draft responses to correspondence and other communications

(d) **PLAN** and **COORDINATE** support services for meetings of the Board of Directors, committee meetings, consultations, seminars, and special events; compile and distribute documents and provide information as required.

(e) **PARTICIPATE** in Board meetings, prepare minutes, and monitor follow-up activities,

(f) **MAINTAIN** a register of Ministers and Permanent Secretaries of relevant Ministries, Members of the CAHFSA Board Directors and Focal Points in the Member States

(g) **FACILITATE** the CEO’s travel plans, including planning and booking detailed travel itineraries (flights, hotels visas), organizing travel meetings and reimbursement of travel expenses

(h) **CREATE** and **MAINTAIN** the CEO’s filing and reference systems to manage electronic and paper records

(i) **CONDUCT** research and prepare presentations or reports as assigned

(j) **PERFORM** other duties in line with job responsibilities that the CEO may assign

4. **EMOLUMENTS AND BENEFITS**

   An attractive remuneration package will be offered.

5. **LEAVE**

   The Executive Secretary shall be eligible for the grant of vacation leave at the rate of twenty (20) working days per year.