

## **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.