

REQUEST FOR EXPRESSIONS OF INTEREST

SAINT LUCIA

Disaster Vulnerability Reduction Project

Assignment Title: Administrative Officer

The Government of Saint Lucia has received a project preparation advance from the International Development Association (IDA) to finance the Disaster Vulnerability Reduction Project. Under the Project, funds have been allocated to hire a Consultant to provide services as an *Administrative Officer*.

The Ministry of Finance, Economic Affairs, Planning and Social Security now invites eligible individual consultants to indicate their interest in providing the services. Interested individual consultants must provide information indicating that they are qualified to perform the services (CV's, description of similar assignments, experience in similar conditions, clients' references, etc.).

A consultant will be selected in accordance with the procedures for **Selection of Individual Consultants** set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (2011). The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers Selection and Employment of Consultants (2011) ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

SERVICES REQUIRED

Objectives of the Assignment

The objective of this consultancy is to provide the engagement of an Administrative Officer (*hereinafter referred to as "The Officer"*) for the provision of general administrative support and secretarial services. The Officer will work under the guidance/supervision of the Climate Change Coordinator/Specialist hired under the Project, the assigned Sustainable Development and Environment Officer or other duly authorized officers, but will report ultimately to the Chief Sustainable Development and Environment Officer. The Officer will also provide required support to all technical, managerial and (other) support staff under the Project.

SPECIFIC DUTIES AND OUTPUTS

The following are some of the general responsibilities of the Officer.

1. Assist the Project staff/personnel in the fulfillment of project objectives, including all duties listed in the Terms of Reference of the Climate Change Coordinator/Specialist;
2. Create and maintain a Fixed Assets Register and Contracts Register under the Project;
3. Provide administrative and secretarial services/support during World Bank Missions and other project related meetings;

4. Respond to emails, faxes and telephone calls, when and where necessary and appropriate, on Project-related matters;
5. Provide, as needed, general secretarial, administrative services such as typing, filing, photocopying, organization of meetings and basic data entry, in order to improve the quality of internal controls under the Project;
6. Keep coherent, effective, accessible and well maintained archives of all the subcomponents under the Project;
7. Ensure that all stationery and other supplies required for the effective functioning of the Project are adequately stocked and replenished on a timely basis, as per the provisions made under the Project;
8. Any other duties which may be assigned for Project effectiveness from time to time.

DURATION

The assignment is expected to commence in September, 2013. It is anticipated that the assignment will be for one year, in the first instance, under the Project Preparation Advance Phase of the Project. The contract may be renewed for additional years, as required. Further renewal will be subject to approval, evaluation, successful appraisal and performance of services at the end of each term. Intermediary performance evaluations will be conducted regularly.

Qualifications Requirements and Performance Criteria

a. Academic Qualifications

- (i) Associate's Degree in Business Administration or related field, with at least two years relevant working experience **OR**
- (ii) Diploma from a recognized learning institution with at least three years related working experience **OR**
- (iii) Two A Levels with at least three years working experience.
- (iv) Functionally computer literate, possessing operational skills in word-processing and spreadsheet application including software programs such as Word, Excel, PowerPoint, Microsoft Project.
- (v) Must possess a background in administrative duties
- (vi) Previous experience gained under World Bank funded Projects will be an asset.

b. Knowledge, Skills, and Abilities Requirements

Additional knowledge, skills and abilities that will be required of successful candidates include:

- (i) Functionally computer literate, possessing operational skills in word-processing and spreadsheet application, including software programs such as Word, Excel, PowerPoint, Microsoft Project;
- (ii) Ability to work as part of a team and function with minimal supervision;
- (iii) Good command of/fluent in written and spoken English;
- (iv) Ability to use other office equipment such as fax machine, scanner, photocopier, etc.;
- (v) Ability to communicate effectively and handle diverse stakeholders tactfully, courteously and diplomatically.;
- (vi) Good organizational skills and ability to prioritize work assignments to meet deadlines;
- (vii) Must be of high integrity, transparent, and accountable;
- (viii) Ability to establish and maintain effective working relationships with relevant agencies and bodies involved in the implementation of the project;
- (ix) Relevant work experience on a project would be an asset.

Further information on the assignment is contained in the Terms of Reference which can be obtained from the Project Coordination Unit.

Expressions of interest, together with CV's and other documents, may be sent by mail, email or fax and must be delivered to the address below by August 29, 2013.

Project Coordination Unit
Attn: Cheryl Mathurin, Project Coordinator
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