

## SENIOR ADMINISTRATIVE ASSISTANT

### About the OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

### Job Summary:

Reporting to the Ambassador, the Senior Administrative Assistant is responsible for providing complex administrative and analytical support to the Ambassador while coordinating the efficient operations of the mission.

### Job Responsibilities:

Under the direction of the Ambassador, the Senior Administrative Assistant will be responsible for the following tasks:

- Coordinate the day-to-day operational activities, including but not limited to managing all correspondence, appointments, translate, edit and prepare documents/reports and database management.
- Conduct research and present findings to support decisions/actions in own work and other areas
- Apply judgement using analytical thought to resolve potentially complex issues in own work and other related areas
- Develops creative solutions based on analysis or variety of factors within standards and procedures to resolve issues
- Ensure efficient records management in line with the organisation's Information Management Policy and Division/Unit requirements, including relevant confidential records.



- Provide support to all the initiatives of the mission, ensuring that objectives are met.
- Manage the diary of the Ambassador with the input of other officers.
- Coordinate all administrative and logistical arrangements for meetings.
- Provide support to all mission visitors.
- Prepare Note Verbale for onward transmission.
- Maintain contact with six (6) Member States to support Chancery enhancement efforts.
- Procure office supplies on behalf of the mission.
- Provide guidance to the Ambassador and officers on administrative protocol matters at the mission.
- Manage employee medical and life insurance matters as required.
- Assist with the supervision of the Driver, Office Attendant/HouseKeeper and Security Guard/Gardener for the efficient maintenance of Mission's assets.
- Act as a liaison between the Contractor/Embassy to ensure that renovations are completed in a timely manner and in line with the safety agreements of the mission.
- Ensure that the security system, boilers, and fire extinguishers are all serviced and properly maintained, informing suppliers of faults in a timely manner.
- Manage tax exemption refunds for vehicle, stationary and other purchases made by the Mission in excess of USD 250.
- Finding workable solutions to manage competing priorities
- Apply project management skills to efficiently manage multiple tasks.
- Develop and maintain relationships with internal and external stakeholders to meet the needs of the mission.
- Maintain the fixed assets register and ensure that office furniture/equipment are functional, reporting all issues to the Head of Mission.
- Manage the travel process for the Ambassador and other officers, ensuring that travel advances and retirements are completed as per the Travel Policy.
- Prepare payment vouchers and scan along with invoices for submission to Finance.
- Assist the Finance Unit with remote finance and accounting activities when required.
- Preparation of monthly local staff payroll.
- Any other duties as assigned by the Ambassador from time to time.



- Prepare all documents related to the Oath of Allegiance Ceremonies, including liaising with CIP Agents to ensure payment of fees. Additionally, assist with setting up the layout and any other related matters.

### Experience, Knowledge & Qualification:

- At least three to four (3-4) years of administrative experience in a similar environment
- An Associate Degree, Diploma in Business Administration, or its equivalent
- Solid knowledge of office operations and use of office management software (MicroSoft and Google Suite).
- Working knowledge of French and/or Arabic (fluency in speaking, writing, and reading would be a plus)
- Strong organisational and problem-solving skills.
- Ability to work independently
- Ability to conduct research

### Terms of Appointment:

#### Job Location

The OECS Commission is headquartered in Castries, Saint Lucia. The position of Senior Administrative Assistant is stationed at the Embassies of Eastern Caribbean States in Rabat, Kingdom of Morocco. All nationals working within the Ministry of Foreign and External Affairs or Diplomatic Office of OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

#### Benefits

The position is on a fixed-term basis subject to satisfactory annual performance reviews. The appointment will be for a period of two (2) years in the first instance, with the possibility of renewal for a maximum of two (2) years. Salary will be aligned with the Organisation's pay structure and exempt from income taxes. In



addition to the Basic Salary, the post attracts gratuity and allowances such as Housing, Foreign Service, Travel, and Warm Clothing.

The Officer will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme based in Morocco. Reasonable relocation expenses will be covered where applicable.

The deadline for all submissions is **Friday 30th May 2025**.

**Only applications under consideration will be acknowledged.**



Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia,  
Saint Vincent and the Grenadines, British Virgin Islands, Anguilla, Martinique, Guadeloupe, Saint Martin