

Terms of Reference

Key End Results

I. Assignment Information

Project Title: Implementing Land, Water and Ecosystems Management in The Bahamas (IWEco)

Post Title: IWEco Administrative Assistant

Duration: 12 months (1 year)

II. Background

The project entitled 'Implementing Land, Water, and Ecosystems Management in The Bahamas' or 'IWEco' is situated, aimed at improving the management of fresh and coastal water resources, land resources and ecosystems in East Grand Bahama and heightening integration. Project goals include 1) Mainstreaming of biodiversity conservation and sustainable use into infrastructure development and ecotourism sectors; 2) Reducing pressures on natural resources from competing land uses associated with infrastructure development; and 3) Increasing capacity in the country to apply adaptive management tools in SLM and INRM. The overall project objective is to develop a model of integrated land, water and ecosystem management for The Bahamas and other Small Island Developing States.

III. Duties and Responsibilities

1. Assist the IWEco National Project Coordinator in coordination with the Ministry of Public Works and other project stakeholders;
2. Schedule meetings and appointments related to the IWEco project;
3. Take notes and prepare minutes from meetings;
4. Oversee communications on the project email address in collaboration with the NPC and Communications Specialist;
5. Researching and booking travel arrangements as necessary
6. Planning and booking Covid testing as needed
7. Applying and submitting for Health Visas for the project members
8. Preparing documents for meetings and field related trips.

IV. Qualifications

- Certificate or Associates Degree in Business Administration or related field
- Proficiency in Microsoft Office, experienced with Word, Excel and Powerpoint
- Attention to detail, phone etiquette, organization and planning skills necessary

Reporting

By virtue of a Project Cooperation Agreement with the United Nations Environment Programme (UNEP), the Department of Environmental Planning and Protection will serve as the National Executing Agency to facilitate the successful execution of deliverables identified under the IWEco project. The Administrative Assistant shall report to the Director of the DEPP and work in coordination with the National Project Coordinator (NPC).

Documentation Required

Resume

Cover Letter

Financial Proposal

Deadline to apply is March 14th 2021