**REQUEST FOR EXPRESSIONS OF INTEREST**
**ADMINISTRATIVE ASSISTANT**
**(CONSULTING SERVICES –INDIVIDUAL CONSULTANT SELECTION)**

## Notice at a Glance:

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| Project ID | P157751 |
| Project Title | OECS MSME GUARANTEE FACILITY PROJECT |
| Country | OECS Countries |
| Notice No | TBD |
| Notice Type | Request for Expression of Interest |
| Notice Status | Open |
| Borrower Bid Reference | OECS MSME-AA-04/2018-CS-INDV |
| Procurement Method | Individual |
| Language of Notice | English |
| Submission Deadline Date/Time | September 14 2018 11:59 AST |
| Published Date | August 15 2018 |

*The attention of interested Individual Consultants is drawn to Section III. Paragraphs 3.14, 3.16, and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers July 2016, [revised November 2017] ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest*.

A Consultant will be selected in accordance with the Individual Consultant Selection Method set out in the Procurement Regulations: The following is the link to the World Bank's website: https://policies.worldbank.org/sites/ppf3/PPFDocuments/7ab37ad5cb6e4f4c9c07555d23cc0c42.pdf

## Contact Information:

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|---|---|
| Organization/Department | St. Lucia Department of Public Service |
| Name | Permanent Secretary |
| Address | Greaham Louisy Administrative Building, 2nd Floor, The Waterfront |
| City | Castries |
| Country | Saint Lucia |
| Phone | 758-468-2203 |
| Email | ecpcgc.applications@gmail.com |

## Introduction:

Six-member states of the Eastern Caribbean Currency Union have joined together to establish the Eastern Caribbean Partial Credit Guarantee Corporation (ECPCGC) under the guidance of the World Bank. Five of the countries are borrowing money from the World Bank to use to capitalize the ECPGC. The sixth nation is using existing funds to contribute to the USD12 million capitalization of the scheme. The ECPCGC headquarters will be in Saint Kitts. The Board of Directors of the ECPCGC is seeking an individual to be the first Administrative Assistant (AA) of the organization. The AA will be expected to handle the tasks necessary for a properly functioning office. The AA will play a key role with the CEO and CFO in setting up the business. Once the office space is located and the staff has moved in, the AA will begin setting up a filing system, working with the telephone vendor to ensure that each of the functions are working properly and purchasing office supplies. When the computer system is installed, the AA will establish a correspondence tracking system and begin to establish a calendar for key events, including training.

**Applicants must have:**
1. An Undergraduate Degree, and
2. Minimum 5 years' experience as an administrative assistant to an executive level position.

**Applicants should also have:**
1. Familiarity with office management;
2. Familiarity with social media;
3. Excellent organizational skills;
4. Ability to manage both paper and electronic files;
5. Exceptional written, oral, and interpersonal skills:
6. Proficiency in English, and
7. Proficiency in the use of Microsoft Office software.

Some advisory assistance, training and mentoring may be provided in specialized areas.

**Reporting Arrangements:**
The consultant will report directly to the Chief Executive Officer of the ECPCGC.

**Terms of Assignment/Contract Duration:**
This consultancy assignment will be partially funded by the World Bank for the first five years. Initial contracted employment period will be for three years subject to a performance review and an expression of further contracted employment three months before the expiration of the existing contract. The assignment is expected to begin November 1 2018.

**Terms of Reference for the Position:**
The selected candidate shall assist the CEO by managing the office and assisting with scheduling, travel arrangements, and other logistical issues.

**The Consultant will be responsible for**:
1. Answering telephone inquiries to the CEO;
2. Handling incoming and outgoing paper and electronic (as necessary) correspondence;

3. Establishing and maintaining a paper and electronic filing system;
4. Handling procurement of small items for the office, with final approval of any purchase being made by the Chief Financial Officer;
5. Supporting senior staff with travel arrangements, scheduling, and day-to-day operations.
6. Handling the office petty cash fund;
7. Establishing and maintaining the ECPCGC's social network presence, including Facebook, Twitter, and any other network used by local lenders;
8. Assisting the credit officers in drafting and distributing a newsletter (frequency will be determined by the CEO) via e-mail/Facebook post, etc. discussing topics of current interest to lenders;
9. Monitoring local publications/Facebook posts and regularly performing searches to see what is being written about the ECPCGC on the web;
10. Researching the circumstances and drafting responses to negative posts for approval by the Senior Operations Officer and CEO;
11. Any other duties necessary to fulfill the mandate of the ECPCGC.

### Expression of Interest:

Interested applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their CV, a letter of application stating suitability for the position, two professional references and a Current Police Certificate of Good Character on or before **September 14 2018 at 11:59 Atlantic Standard Time (AST)** to **ecpcgc.applications@gmail.com** with the job reference number (from the relevant EOI) in the subject line of the email.