

National Recovery Program Bureau

Individual Consultant
EXECUTIVE ASSISTANT

Background

Following the devastation caused by hurricanes Irma and Maria, the Government of Sint Maarten prepared a consolidated National Recovery and Resilience Plan (NRRP) that prioritizes immediate, short-, medium- and long-term needs for the recovery, reconstruction and resilience of Sint Maarten. This Plan includes estimates of the financial requirements, costs and investments that are necessary to build Sint Maarten back better.

Since January 2018, the World Bank has been assisting the Government of Sint Maarten in the establishment and implementation of a recovery and reconstruction program to implement the NRRP. A significant component of this program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank and implemented by Sint Maarten's National Recovery Program Bureau.

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In parallel to the establishment of the Trust Fund and the execution of the NRRP, the Government of Sint Maarten developed an institutional structure for the implementation of Trust Fund financed projects. This structure is materialized in the National Recovery Program Bureau (NRPB) and serves as the Project Implementation Unit (PIU) for Trust Fund projects for which the Government of Sint Maarten enters into a Grant Agreement. As such, the NRPB represents the Government of Sint Maarten vis-a-vis the World Bank in the implementation of Trust Fund financed projects.

All NRPB activities relate to projects or preparations thereof, approved by the Trust Fund Steering Committee, which consists of representatives from Sint Maarten, The Netherlands and the World Bank.

In its capacity of PIU, NRPB works closely together with the line Ministries in the preparation, coordination, execution and evaluation of the Trust Fund projects. In addition, the NRPB will be responsible for all reporting and fiduciary responsibilities towards the World Bank.

Role of the Executive Assistant

The primary responsibility of the Executive Assistant is to provide administrative, secretarial, planning and research support services to the Director. The incumbent will prioritize tasks and organize work independently based on general direction from the NRPB Director and provide support in managing the daily work of the NRPB Director ensuring timely execution.

Key Duties and Responsibilities

Principal functions of the Executive Assistant will include the following:

- Act as the NRPB Director first point of contact with people from both inside and outside the organization.
- Respond to phone calls, enquiries and requests and handle them when appropriate.
- Draft responses for routine correspondences or signature of the Director.

- Be responsible for managing day-to-day correspondence, information sharing and filing by receiving and reviewing all incoming communications (external mail, email or telephone) for the Director and the office, handling them directly where possible, referring them to others where appropriate and ensuring that appropriate follow-up actions are taken.
- Plan and implement appropriate electronic and manual filing to ensure that all correspondence is logged, and key papers are accessible where needed.
- Maintain and update contact and distribution lists for the office.
- Organize and maintain diaries and make appointments.
- Prepare the NRPB Director daily schedule before he arrives in office and brief him on meetings and the relevant agendas.
- Plan, coordinate and attend meetings (internal and external). Take notes and minutes at meetings and ensures all action points are closed. Ensure the Director is well prepared for meetings.
- Follow up actions required from others by the Director, and actions required of the Director by others to ensure that they are completed within deadlines set.
- Assist in preparation for missions, conferences and study visits, including inviting participants, setting agendas, sourcing venues, etc.
- Liaise with the management team on day-to-day activities and collects and processes information relevant for the Director.
- Escalate matters as required to drive effective action towards realizing transformation priorities.
- Perform other duties as determined by the NRPB Director.

Duration of the Assignment and Performance

The contract duration will be 12 months, renewable on an annual basis. The successful candidate is expected to work full time within Philipsburg, Sint Maarten except where situations demand travel outside the project area.

The Executive Assistant will perform the above-mentioned tasks on an ongoing basis to the satisfaction of the NRPB Director.

Remuneration for this function will be in accordance with the remuneration policy for civil servants on Sint Maarten. Scaling is done according to education and relevant experience.

Qualification requirements

Minimum Requirements

- Bachelor's degree in areas such as Administrative management, Public Administration Business Administration, or any other relevant field from a recognized University.
- At least three years of work experience in administration field.
- Advanced proficiency in English in speech and writing.
- Working knowledge of Microsoft Office Suite

Preferred Experience

- Proven track record of working effectively within multi-disciplinary teams
- Experience in working with public institutions and/or in an international environment is also considered a plus.
- Knowledge of policies and procedures of multi-lateral financial institutions like the World bank, and Technical Cooperation Agreements would be an asset.

General Competencies

- Organizing meeting skills
- Minutes writing skills
- Strong ability to prioritize tasks and work in a dynamic office environment;
- Ability to work independently and to maintain flexibility in working hours;
- Demonstrated effective organizational skills and ability to handle work in an efficient and timely manner;
- Demonstrated ability to coordinate tasks to meet deadlines.
- Good interpersonal skills; ability to work in a diverse environment with sensitivity and respect; Demonstrated ability to develop and maintain effective work relationships with counterparts.
- Knowledge of Dutch and Spanish is an advantage;

How to Apply?

Interested consultants can send their CV in English by email to the email address stated below. Applicants should ensure that their CV is received before September 8, 2019, 12h00 AST. Any CV coming in after this date and time will not be considered.

NB The application period has been extended until September 27, 2019, 12.00 pm AST

In the subject line, clearly state the position you are applying for. Please send your application to: **National Recovery Program Bureau**, email: procurement@nrpbsxm.org

The CV should clearly show the relevant experience and competences outlined in the terms of reference above.