

## **REQUEST FOR EXPRESSIONS OF INTEREST - PROJECT SECRETARY**

### **IMPROVING PRODUCTIVITY IN AGRICULTURE THROUGH COMPETENCY BASED TRAINING – IM.P.A.C.T PROJECT**

#### **1.0 INTRODUCTION**

The Competency-Based Training Fund (CBTF) is a Government of Barbados/ Inter-American Development Bank initiative designed to better equip Barbadian workers with the skills and competencies they need to excel in a rapidly changing world.

The Competency-Based Training Fund (CBTF) is a key component of the “Skills for the Future” initiative, which is sponsored by the Barbados Government with loan funding from the Inter-American Development Bank. “Skills for the Future” supports the Government’s Human Resource Development Strategy by aiming to improve the:

- quality and relevance of secondary education
- effectiveness of Technical and Vocational Education and Training (TVET)

Competency-Based Training (CBT)-is a system in which learners are evaluated on their demonstration of knowledge, skills and attitudes in an occupational area. This is different to traditional education which relies on acquiring content-based knowledge (test taking) alone. Competency-Based Training benefits employers and other stakeholders.

The Inter-American Institute for Cooperation on Agriculture (IICA) submitted a proposal entitled ‘Improving Productivity In Agriculture Through Competency Based Training’ to the Competency Based Training Fund (CBTF) to address the skills demand for agriculture in Barbados. The objectives of the project are to:

1. Use and validate regional occupational competency-based standards for three key occupations in agriculture namely; livestock farmers, crop farmers, and agro-processors.
2. Design, test, and establish tools for competency assessment in agriculture.
3. Deliver competency-based training packages to 220 workers over the implementation period in the above-mentioned occupations (of which 37 workers are currently members of the partnering organization, and 183 workers outside the partnership’s business are expected to benefit, including unemployed workers and students).
4. Ensuring that 100% of the trained workers will attain partial accreditation for a Caribbean Vocational Qualification (CVQ) and at least 60% full accreditation.

Against this background, IICA is seeking to hire a Project Secretary to provide administrative and logistical support to the Project Coordination Unit (PCU) and the Project Assistant to facilitate the implementation, monitoring and evaluation of the IM.P.A.C.T. Project.

## **2.0. OBJECTIVE**

To provide administrative and logistical support to the Project Coordination Unit (PCU) established within IICA and the designated Project Assistant to facilitate the implementation, monitoring and evaluation of the Improving Productivity in Agricultural Through Competency Based Training (IM.P.A.C.T) project.

## **3.0. SCOPE OF WORK**

Under the general direction of the Project Coordination Unit (PCU) Project Assistant, the Project Secretary will work in close collaboration with IICA staff. In addition, linkages will be made with other partners and collaborators for the implementation, monitoring and evaluation of the project activities.

The scope of work covers all activities necessary to accomplish the Expected Results stated. The main tasks/activities are as follows:

- i. Provide administrative/secretarial support for the PCU such as answering telephones, assisting visitors, and resolving and/or referring a range of administrative issues and inquiries;
- ii. Schedule and coordinate meetings, events, interviews, appointments, and/or other similar activities for Project Assistant;
- iii. Prepare and despatch correspondence to other Competency Based Training Fund (CBTF), collaborating partners, and any other person or organisation associated with the project;
- iv. Perform basic information gathering for the purpose of analysis and the preparation of reports (monthly, quarterly and annual) reports as required;
- v. Establish, maintain and update files, databases, records, and/or other documents, develop and maintain data and perform routine analyses and calculations in the processing of data for internal reports;
- vi. Prepare correspondence and/or memoranda including agendas and minutes of meetings;

- vii. Register CVQ candidates and maintain CVQ candidates' records;
- viii. Coordinate and perform a range of staff and/or operational support activities for the PCU;
- ix. Serve as a liaison between PCU and IICA in the resolution of day-to-day administrative and operational issues;
- x. Assist in the promotion of project events including activities such as contacting the media, preparing invitation letters, organising venue, arranging refreshments, registration of participants, preparation of materials and manuals;
- xi. Any other project related duties as required by the Project Assistant.

#### **4.0. EXPECTED RESULTS**

The assignment aims to assist the Project Coordination Unit with required administrative and logistical support that satisfies IICA's commitments to the Competency Based Training Fund (CBTF).

- ER.1 Established files, databases and records for project related activities.
- ER.2 Data input for CBTF/IDB online reporting system
- ER.3 Preparation and compilation of reports (monthly, quarterly and annual)
- ER.4 Coordination, presentation and dissemination of information on the IM.P.A.C.T Project
- ER.5 Scheduling and coordination of meetings, events, interviews and appointments.

#### **5.0. DELIVERABLES**

- Activity schedules
- Reports (Monthly, Quarterly and Annual)
- CVQ Candidates' Files, Databases and Records
- Information kits

#### **6.0 REPORTING**

The Project Secretary will report to the Project Coordination Unit Project Assistant for the duration of the contract.

## **7.0 DURATION**

The assignment is expected to be conducted over a period of approximately 20 - 24 months, commencing June, 2015.

## **8.0 REQUIRED QUALIFICATIONS/EXPERIENCE**

- A first level university degree and/or secretarial diploma with a relevant combination of professional training, certification and experience. Preference will be given to a TVET trained CVQ Assessor.
- Minimum two (2) years of proven record of work in a secretarial or administrative field.
- Knowledge and experience in administering and coordinating project related activities
- Professional training and experience in either crop or livestock production would be an asset
- Ability to multi-task and meet several deadlines
- Ability to work under pressure with competing demands;
- Good team working skills
- Excellent oral and written communication skills
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel and Microsoft PowerPoint.

## **9.0 EXPRESSION OF INTEREST**

IICA now invites individuals to indicate their interest in performing the described role. Interested eligible candidates shall provide information on their qualifications and experience demonstrating their ability to undertake this assignment (documents, reference to similar services, experience in similar assignments, availability etc.), in addition to their CV. Expressions of interest must be delivered to the address below by **15 May 2015** not later than 4.00pm and must be clearly marked:

**“Expression of Interest for Project Secretary – IM.P.A.C.T Project”.**

**Attention: IICA Representative, Barbados**

**Inter-American Institute for Cooperation on Agriculture**

**3<sup>rd</sup> Floor Baobab Tower**

**Warrens**

**St. Michael.**

**Applications by Email must be sent to: [iica.bb@iica.int](mailto:iica.bb@iica.int)**