

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	PROJECT ASSISTANT
<b>REPORTS TO:</b>	Executive Director through the Manager, Finance & Administration
<b>WORK PROGRAMME:</b>	Fisheries Management and Development
<b>NAME OF PROJECT:</b>	Sargassum Products for Climate Resilience Project in the Caribbean
<b>DUTY STATION:</b>	CRFM Secretariat, Belize City, Belize
<b>EFFECTIVE DATE:</b>	5 January 2024 to 31 December 2024

### 1. ACCOUNTABILITY OBJECTIVE:

The **Project Assistant** is an administrative professional who is responsible for assisting in the overall management and ensuring smooth and timely delivery of the New Zealand funded project entitled, 'Sargassum Products for Climate Resilience Project in the Caribbean'.

The **Project Assistant** will assist the Executive Director and Programme Manager, Fisheries Management and Development with organizing and controlling project activities through communicating risks, opportunities and current state of the project. He/she will assist by coordinating meetings, resources, equipment and information with the goal of ensuring delivery of outputs on time and within budget.

The **Project Assistant** will play a strong supporting role to the Executive Director in the planning, management, implementation, scheduling, monitoring, coordinating activities and reporting on the project. While he/she will constantly seek advice and direction from the Executive Director and Programme Manager, Fisheries Management and Development, he/she must have the knowledge, skills and maturity to work independently to carry out the duties and responsibilities of the position.

### 2. DUTIES AND RESPONSIBILITIES:

The **Project Assistant** is part of a multi-disciplinary team engaged in the implementation of the Sargassum Products for Climate Resilience Project in the Caribbean. He or she is expected to provide leadership and administrative support to ensure smooth and timely achievement of the project outputs.

Project Assistant will:

- Help to coordinate involvement of project team members, partner organizations, Member States and other service providers to achieve project objectives;
- Monitor and ensure effective collaboration, consultation and exchange of information and good communication among project partners, stakeholders and collaborators;
- Prepare and manage progress reports, schedules, and financial reports and budgets;
- Help with preparation of contracts and monitors progress of consultants and stakeholders involved in project implementation;
- Carry out administrative duties by collecting data, sorting, filing and sending out project information to project partners, stakeholders in the countries and collaborators.
- Ensure that all issues related to the projects are clarified and completed to avoid confusion, dissatisfaction and interruption of project implementation;
- Make arrangements for meetings, presentations, seminars and trainings being organized and call the attention of the Executive Director and Programme Manager to them as required;
- Create specific strategies for easier and effective implementation of the project;
- Monitor tasks assigned to workers and service providers and stakeholders and ensure they follow project specification and guidelines;
- Keep record of all information related to the project for documentation, clarification and presentation to management;
- Draft project proposal ideas and present them to the Executive Director as considered appropriate to improve delivery;
- Draft project progress report and budget on a monthly basis to track progress and identify delays or risks;
- Participate in project meetings, workshops and seminar; and
- Undertake any other assignment related to the project that may be requested from time to time by the Executive Director.

### **3. REQUIRED SKILLS, EXPERIENCE AND QUALIFICATION**

The Project Assistant must have:

- A thorough understanding of the project objectives and goals, ensuring all team members have the information and resources needed to carry execute their duties;

- An analytical and critical mindset for making the best business and financial decisions for the project;
- The capacity to multi-task, work well under pressure, and work efficiently to meet deadlines;
- Excellent interpersonal, communication and writing skills for collaborating effectively with others;
- Excellent skills with Microsoft Word Office, Excel, PowerPoint etc;
- The ability to pay attention to detail, work independently and to solve problems;
- The ability to manage time effectively; and demonstrated practical experience in project management/administration.

#### 4. QUALIFICATION

The successful candidate should have an associate or bachelor's degree in business administration or marine sciences or a relevant discipline, and at least 3 years of practical experience in project administration and implementation. Extensive relevant practical experience will be considered in lieu of formal academic qualification.

#### **SUBMISSION OF APPLICATION**

Application for the position should be submitted to:

**Executive Director,  
CRFM Secretariat,  
Princess Margaret Drive,  
Belize City, Belize (email: [secretariat@crfm.int](mailto:secretariat@crfm.int))  
Tel: 501-223-4443 / 4444/ 4445**

The position will remain open until filled.