

School Grants Administrative Support

Education Development Management Unit · Castries, LC

SCHOOL GRANTS ADMINISTRATIVE SUPPORT

ABOUT THE OECS

The Organisation of Eastern Caribbean States (OECS) is an inter-governmental organisation dedicated to economic harmonisation and integration, protection of human and legal rights, and the encouragement of good governance among independent and non-independent countries in the Eastern Caribbean. Under the Treaty of Basseterre (RTB, 1981) and now The Revised RTB (2010), Member States agree to cooperate with each other and promote unity and solidarity, including participation by Protocol Members in an Economic Union. [Read More...](#)

JOB SUMMARY

Under the leadership of the Programme Director -Education the School Grants Administrative Support will support the coordination and oversee the management of funds transferred to the participating Member States, under the OECS PEARL. The role will be responsible for creating an environment of trust, open communication and innovative thinking in overseeing the implementation of school grants.

KEY DUTIES

- Provide general oversight of grant implementation according to the guidelines provided by the OECS Commission, including compliance with the approved timelines, recipients, and purposes of grants;
- Assist with managing the Grant Resource Initiative by supporting logistics and planning associated with design activities, monitoring implementation, documentation and reporting;
- Provide coordination support for the Grants initiative between the OECS Commission and the Member States to ensure the timely and effective execution of activities
- Provide coordination support in ensuring a harmonized approach at the regional level in the execution of activities of the grants initiative

- Assist with maintaining an up-to-date database of Grant Resources, project implementation and other OECS PEARL activities;
- Assist with sharing of knowledge and lessons learned from exemplary practices in the Member States;
- Assist with preparing reports and other relevant documents to support the implementation of OECS PEARL initiatives;
- Establish and manage electronic systems and databases with attention to entry, aggregation, validation and quality assurance of data in collaboration with National Grants Coordinators
- Monitor the implementation of planned activities and budgets in participating countries according to established Project terms, conditions, and eligibility criteria;
- Collaborate closely with the National Grants Coordinators to ensure that PEARL funds are allocated, distributed, utilized, monitored, evaluated, audited, and reported in accordance with agreed upon fiscal management procedures. This entails working closely with the OECS PEARL's Accountant to support the officers of the Finance Departments within the Ministry of Educations;
- Coordinate the collection, collation, and verification of national reports from participating Member States regarding the PEARL funds received, the expenditures incurred, and the goods, products and services acquired through established procurement processes;
- Assist with the resolution of issues related to the timely and competent allocation, distribution, utilization, monitoring, and evaluation of grant funds;
- Coordinate the collection, collation, and verification of national reports from participating Member States regarding the PEARL funds received, the expenditures incurred, and the goods, products and services acquired through established procurement processes;
- Support the procurement officer in monitoring the implementation of OECS Commission procurement procedures through the administration of the grants;
- Develop and maintain relationships with internal and external stakeholders to meet the needs of the EDMU;
- Perform routine functions such as preparation and dissemination of meeting minutes/action notes, facilitating courier services, photocopying, scanning, and other related functions;
- Undertake any other duties as assigned by the Project Manager, OECS PEARL and the Programme Director-Education.

EXPERIENCE AND KNOWLEDGE

- Associate Degree in a related field with demonstrated competence in the skills required for the role.
- A minimum of three to four years of experience with administrative duties that involve documentation and finance procedures
- At least five (5) years serving within the education sector.
- Experience and expertise in working with budgets, including budgetary allocation, audit, monitoring, tracking, and reporting processes.
- Excellent oral and written communication skills in English.
- Ability to work as a member of a multi-disciplinary and multi-cultural team.
- Ability to take initiative and work with minimum supervision.
- Experience and skills in the Microsoft Suite of programs, (including MS Excel and Word) and database programs.

CORE COMPETENCIES

- Drive with Purpose and Vision
- Create an Environment of Trust
- Build Effective Teams
- Ensure Accountability
- Demonstrate Decision Quality
- Communicate Effectively

TERMS OF APPOINTMENT

JOB LOCATION

The OECS Commission is headquartered in Castries, Saint Lucia. The position of School Grants Administrative Support is stationed at the OECS Commission headquarters.

All nationals of the OECS Member States: **Antigua and Barbuda, Commonwealth of Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Anguilla, The British Virgin Islands, Martinique, and Guadeloupe** are encouraged to apply.

BENEFITS

The position is on a fixed-term establishment. The salary will be commensurate with qualifications and experience, and exempt from income taxes.

The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme.

The deadline for all submissions is **Monday 27th June 2022**.

Only applications under consideration will be acknowledged.

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