

The Government of Anguilla is seeking a suitably qualified **Project Administrator** for the “Streamlining Anguilla’s Energy Sector Towards a More Sustainable Future” under the Sustainable Energy and Marine Biodiversity Programme (ReSEMBiD).

Title: Project Administrator, Sustainable Energy Project - ReSEMBiD

Area: Streamlining Anguilla’s Energy Sector Project Activities

Duration: 4-month fixed-term contract (extension depending on performance and funding)

Time Expectation: Fulltime

Starting Date: August 28th, 2023

Location: Anguilla

PROJECT BACKGROUND

The Project Administrator will support the Sustainable Energy Project in Anguilla under the ReSEMBiD programme entitled “Streamlining Anguilla’s Energy Sector Towards a more Sustainable Future”. The Project Administrator will oversee various activities and tasks to ensure that all the goals and objectives of the project are achieved. These expected outcomes will support future renewable energy development, improve public knowledge awareness, attitudes, and perceptions towards energy efficiency and, renewable energy technologies. It will strengthen institutional capacities and competencies to lead the energy transition through proof of concept activities to inspire increased uptake of energy efficiency, renewable energy technologies, and Electric Vehicles (EV).

JOB FUNCTION

To coordinate and supervise the provision of appropriate administrative and financial support services for the achievement of the Project goals and objectives. The Project Administrator will work in close coordination with all members of the project team and will be responsible for the accounting, budgeting, grant management, the reporting and logistics of the project while ensuring the effective and transparent use of financial resources.

KEY DUTIES

1. Operate and manage all administrative and financial tasks of the project and guarantee the correct implementation of IT tools.
2. Participate in the work plan preparation and monitoring in close cooperation with the Project Coordinator and the Project Manager.
3. Participate on the procurement committee and assist with the preparation of tender documents, and in the procurement and selection process.
4. Maintain all procurement and project documentation records, including project contracts and staff as necessary;
5. Maintain a schedule of reporting deadlines to ensure that the reporting requirements and related contracts are fulfilled in a timely manner, and that all necessary information required for is provided and or received on time;
6. Work closely with the Project Coordinators and the Project Manager to ensure that the goals and objectives of the project are achieved, based on the approved project documents (Project Proposal, Logical Framework, Communications & Visibility plan, and Monitoring, Evaluation, Accountability & Learning (MEAL) plan), and strictly adhere to the approved budget.
7. Participate, record and actively contribute to planning meetings and Project Steering Committee meetings.
8. Assist with Coordinating the financial, reporting and evaluation and accountability feedback of projects.
9. Assist with collecting, collating and managing data from different activities and stakeholders.
10. Assist with planning, coordinating and procuring resources and trainers for various training and capacity building activities of project.
11. Ensure all team members are always updated with the activities for program implementation
12. Assist with maintaining project structures (including budget and project-specific data) and ensure compliance with project requirements.
13. Perform other specific tasks pertinent to the implementation of the project assigned by the Project Coordinators and/or Project Manager

PERSONAL QUALIFICATIONS

- Minimum 3-year professional experience in finance and administration
- High school completion certificate inclusive of passes in English or any Business subject is an asset.
- Country-level experience
- Knowledge of Windows applications (Word, Excel, Power Point).
- Committed, reliable and proactive Team player.
- Well-organized professional who values attention to detail and delivers effectively and on time in a demanding, multi-partner, multi-location environment.
- Must have a valid driver license.

APPLICATION PROCESS

- All interested candidates must submit to Ms. Melissa Harrigan (Melissa.Harrigan@gov.ai) and cc: Karim VD. Hodge Karim.Hodge@gov.ai
- Please provide a cover letter, current curriculum vitae (CV), certified copies of qualifications and any other supporting documents.
- Submission Deadline: Monday August 21st, at 1500 hours, Anguilla Time.