



## THE CARIBBEAN CENTRE FOR HUMAN RIGHTS

CCHR is expanding its operations to include the provision of legal services and is seeking to appoint an Administration Assistant to support the organization's activities to achieve its goal of improving the protection and human rights of forcibly displaced persons in Trinidad and Tobago.

**LOCATION:** Chaguanas

**APPLICATION DEADLINE:** October 17<sup>th</sup> 2023

**START DATE:** 24<sup>th</sup> October-2023

**APPLICATION PROCESS:** Apply via email to [caribbeancentreforhumanrights@gmail.com](mailto:caribbeancentreforhumanrights@gmail.com) : cover letter, resume, names and contact details for three (3) references

### BACKGROUND

Founded in 2006, the Caribbean Centre for Human Rights (CCHR) is an independent, nonprofit, non-governmental organization (NGO), dedicated to the promotion, protection and defense of human rights in Trinidad and Tobago and the Caribbean. CCHR's work focuses on advancing the human rights of asylum seekers and refugees, prison reform, criminal justice reform and police use of force. CCHR's work includes monitoring human rights issues, information and awareness campaigns and legal advocacy, in order to achieve its mission to promote, protect and defend human rights in the region.

As UNHCR's implementing partner, CCHR will work to provide legal services to improve the human rights situation and protection environment for forcibly displaced persons in Trinidad and Tobago. CCHR's work will address the protection needs of forcibly displaced persons with responses such as the provision of information, advocacy, referrals, protection by presence and strategic litigation on behalf of individuals and groups within the asylum seeker/refugee population.

### TERMS OF REFERENCE

#### ADMINISTRATION ASSISTANT

**REPORTS TO:** Program Manager

Within delegated authority, the Administration Assistant is responsible for administrative support of the daily operations of CCHR. S/he will be responsible for efficient administration of the office.

#### DUTIES AND RESPONSIBILITIES

- The Administrative Assistant is the primary interface between CCHR and the general public who visit or contact the office via phone or virtually. Therefore, the administration assistant must be

able to represent CCHR professionally and always be friendly and pleasant to all callers and visitors, handling concerns, questions, and queries sensitively and accurately

- Receive, screen and welcome visitors, place and screen telephone calls, respond to routine requests for information and direct to relevant staff where appropriate
- Schedule meetings and appointments, and support with other arrangements as needed
- Maintain hard and electronic office files and records and maintain an effective filing system for all office documents
- Receive, review, sort and distribute all incoming and outgoing correspondence, highlight priority items and attach necessary background information. Maintain a follow up system
- Draft routine correspondence, memoranda and reports
- Support staff members with processing personnel-related documentation
- Assist the Program Manager to monitor and record expenditure/disbursement of funds
- Make logistical and administrative arrangements for seminars, workshops and briefings
- Monitor and manage inventory of office supplies; ordering and distributing office supplies as necessary
- Monitor office facilities and equipment and in consultation with the Program Manager take appropriate action to ensure proper functioning at all time
- Provide administrative assistance to Program Manager and Executive Director, including taking minutes of meetings, and following up on action items when required
- Participate and support in reviewing administrative policies and guidelines and ensure communication with staff and compliance.
- Perform other related duties as required

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential**

- Bachelor's degree in business management, business administration, international relations, or related field
- At least three years' experience in office administration, preferably with an NGO
- Excellent IT skills (Microsoft Excel, Outlook, Word and PowerPoint)
- Excellent time management skills and ability to prioritize work

### **Desirable**

- Experience with refugee, migrant, or other vulnerable and/or multicultural populations is an asset

## **CORE COMPETENCIES**

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing
- Ability to establish effective working relations in a multicultural team environment
- Demonstrate integrity by upholding and promoting the highest standards of ethical and professional conduct including safeguarding against sexual exploitation, abuse, and harassment
- Commitment to continuous learning
- Displays cultural, gender, religion, race, nationality and age sensitivity