



**VACANCY ANNOUNCEMENT  
CALL FOR APPLICATIONS  
DEADLINE: 15 MARCH 2023**

**JOB DESCRIPTION**

**RESEARCH ASSISTANT  
THE CARIBBEAN CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY (CCREEE)**

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**Post Title:** Research Assistant (RA)

**Duty Station:** CCREEE Headquarters, Bridgetown, Barbados

**Duration:** Two years, renewable - contracted role

**Date:** February 2023

**A. BACKGROUND**

The Research Assistant (RA) will have the opportunity to join the Team at a pioneering sustainable energy institution in the Caribbean, in this instance, the Caribbean Centre for Renewable Energy and Energy Efficiency (the CCREEE). The RA role is aimed at recent graduates or finalizing students in sustainable energy related programmes. The successful candidate will gain valuable, on-the-job experience with relevant regional agencies and institutions directly and indirectly involved in the deployment of sustainable energy technologies and applications.

The CCREEE offers the opportunity to build the capacity of a young career professional while engaging them to contribute to the energy transition in the Caribbean. The successful candidate will benefit from practical training, mentorship support, and networking in addition to development opportunities geared at advancing technical competencies and enhancing prospects of employability across the regional energy sector.

**B. FUNCTIONS & DELIVERABLES**

Under supervision of the Executive Director (ED), the Research Assistant (RA) is responsible for supporting sustainable energy development across the Caribbean region, and “providing day-to-day support” to the CCREEE ED’s business engagements. The RA, in the execution of these tasks, is expected to perform a variety of complex research and administrative tasks of a sensitive and confidential nature.

## **C. DUTIES & RESPONSIBILITIES**

Specifically, the RA will have the following duties:

### Core technical services

Perform research support functions on demand including, but not limited to:

- Execute research activities (literature survey, modelling, and analyses) as outlined by the Executive Director.
- Assist with field work (including data collection, mapping, feasibility studies, etc).
- Participate in research and planning meetings with external and internal collaborators (regional and international).
- Keep record of all relevant tasks, results, analyses, references from literature surveys, etc., as required by the Executive Director.
- Attend seminars/workshops as required to become familiar with various research methodologies and techniques used internally and by external partners.
- Assist with the planning and execution of CCREEE's events.
- Drafting technical papers and other reports.
- Provide administrative support, including for procurements, as required.
- Maintaining efficient and timely administrative procedures, to include implementation of a system for tracking requested actions and reports in the ED's Office;
- With the supervision of the ED, implementing appropriate protocols for maintaining high levels of confidentiality and reliability in regard to sensitive information and material;
- Adhering to strict timelines for the performance of duties and the completion of deliverables.
- Drafting routine correspondence, to include memoranda, letters, reports, etc.;
- Proofreading, formatting, editing and reviewing documentation that are within the assigned scope of responsibility;
- Prepare meeting reports and minutes of meetings of the staff, Sub-Committees, Technical Committee and the Executive Board of the CCREEE;
- Maintaining and organizing the CCREEE general calendar, and supporting the ED in the management of his business schedule;
- Maintaining hard and electronic records, with the appropriate file and document management systems required to classify and codify material related to the operations and technical work of Centre;
- Maintaining an up-to-date archive and template documents for the CCREEE, to include the maintaining and processing of internal and external forms; and
- Performing other duties assigned by the ED.

### Project management related services

- Providing key administrative and logistical support to the CCREEE Team on the day-to-day project management activities, with particular attention to communication and document management;

- Supporting technical staff in the CCREEE, regarding the planning and execution of projects being developed across the CARICOM region; and

#### **D. REQUIRED COMPETENCIES**

##### ***Core values:***

1. Integrity
2. Professionalism
3. Respect for diversity

##### ***Core competencies:***

1. Results oriented
2. Planning and organizing
3. Good communication skills
4. Team oriented
5. Client focussed
6. Organizational development and innovation

#### **E. QUALIFICATIONS, SKILLS & EXPERIENCE**

- National or citizen of a CARICOM Member State, residing in Barbados
- **Education:** Bachelor of Science degree in Engineering or Science and Technology, or related discipline.
- Work experience in Barbados would be an asset;
- Demonstrate excellent knowledge of research methodologies;
- Excellent report writing, copy, editing and proofreading skills;
- Proficient use of office software programs, including spreadsheets, databases, word processing and graphic presentation software. Knowledge social media platforms, the Internet, electronic mail and financial/administrative systems;
- Knowledge of alpha-numeric filing systems, inventory control methods and methods commonly used in the training for acquiring clerical skills;
- Ability to communicate clearly and concisely in both written and oral forms;
- Demonstrate flexibility in the face of change, projects a positive demeanour regardless of changes in working conditions, shows the ability to manage multiple conflicting priorities without loss of composure;
- Works as a competent member of the team, willingly providing back-up support for co-workers when

appropriate and actively supporting group goals;

- Flexibility to adapt to all situations and work varied hours
- Travel, when required; and
- **Languages:** Proficiency in English language; *knowledge (spoken and/or written) of a foreign language would be an asset.*

#### **F. GENERALITIES**

- The position requires flexibility as the work hours may vary.
- Contract terms may be renewed on the basis of performance.

#### **G . SALARY AND BENEFITS**

A competitive salary and benefits package will comprise -

- A basic salary that's linked to qualifications and experience
- A gratuity of 20% of basic salary based on satisfactory performance and payable at the end of the contract
- Participation in the CCREEE's group life and medical insurance plan
- 20 vacation days per annum
- Privileges and Immunities in accordance with the CCREEE's Headquarters' Agreement

#### **APPLICATIONS:**

Interested and qualified candidates are invited to **submit their applications to [recruitment@ccreee.org](mailto:recruitment@ccreee.org), latest by 15 March 2023 (CEST)**. Applications shall comprise the following documents in English:

- Curriculum Vitae (incl. detailed description of qualifications and work experience)
- Motivation letter (max. one page)
- Scanned copies of educational certificates

Further information on CCREEE is available at: [www.ccreee.org](http://www.ccreee.org). **Written** requests for clarification can be directed to: [recruitment@ccreee.org](mailto:recruitment@ccreee.org)