



TERMS OF REFERENCE (TOR)

Post Title: Executive Associate

Reports to: Executive Director

Department: Office of the Executive Director

Duty Station: Barbados

Travel Required: Yes

Position Type: Full-time, two (2) years with the possibility of extension-based performance

Position Grade: Professional

Eligibility Criteria: National of a CARICOM Member State.

BACKGROUND DESCRIPTION

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a regional Inter-Governmental Organisation (IGO) agreed upon by the Heads of the Government of the Caribbean Community (CARICOM) at its Thirty-Sixth Conference and becoming operational in 2018 under its Inter-Governmental Agreement to foster regional collaboration and promote renewable energy and energy efficiency development, investments, markets and industries in the Caribbean with its vision being to “transform the energy landscape of the Caribbean into a sustainable, affordable and climate resilient sector; focused on improving lives of our people”

CCREEE operates as the regional hub for sustainable energy activities. It seeks to address energy security, improve access to modern energy services, and promote climate change mitigation. CCREEE works closely with the CARICOM Secretariat as well as a wider global network of sustainable energy Centres (GN-Sec) for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The Centre works to create an enabling environment for sustainable energy development through capacity building, knowledge sharing, energy sector planning, and policy advocacy. It also provides technical assistance and supports the development of projects that contribute to climate change mitigation and adaptation.

CCREEE engages with various stakeholders, including governments, private sector entities, and regional and international organizations, to drive the transition towards sustainable energy in the Caribbean. By focusing on innovative solutions and regional cooperation, the Centre plays a crucial role in improving access to modern energy services, achieving energy sovereignty, reducing greenhouse gas emissions, and enhancing the overall resilience of Caribbean communities to the impacts of climate change.

To strengthen the operational effectiveness of the Office of the Executive Director (OED), CCREEE seeks to recruit a highly competent and discreet **Executive Associate** who will serve as a trusted coordination and executive support professional within the Office.

FUNCTIONS AND DELIVERABLES

Under the direct supervision of the Executive Director (ED), the **Executive Associate** will provide high-level executive, operational, and coordination support to ensure the effective functioning of the Office of the Executive Director.

The Executive Associate will serve as a key liaison between the Executive Director and internal and external stakeholders, ensuring the efficient flow of information, preparation of documentation, coordination of governance processes, and timely follow-up of institutional priorities.

The role requires a high degree of professionalism, discretion, sound judgment, and the ability to manage sensitive matters with confidentiality and diplomacy.

The Executive Associate will contribute to strengthening institutional efficiency, improving decision-support systems within the OED, and ensuring that governance and executive processes operate seamlessly.

DUTIES AND RESPONSIBILITIES

The **Executive Associate** will perform the following duties:

A. Executive Support and Office Management

- Ensure the effective day-to-day management of the Office of the Executive Director, maintaining structured administrative systems and facilitating efficient support to senior leadership as required.
- Provide detailed executive support to the Executive Director, including drafting, reviewing, and proofreading high-level correspondence, reports, briefing notes, and presentations.
- Manage and maintain the Executive Director's calendar, keeping him apprised and ensuring strategic prioritisation of engagements and proactive scheduling adjustments.
- Proactively manage administrative and operational matters, including the receipt, assessment, and coordination of inquiries, concerns, and requests from Member States, government officials, development partners, the media, and the public.
- Screen and manage incoming correspondence, requests, and inquiries, ensuring appropriate routing, response, and follow-up.
- Maintain confidential files, records, and documentation in both electronic and physical formats in accordance with institutional policies.
- Establish and maintain an efficient document management and filing system for the OED.
- Coordinate travel arrangements, mission logistics, briefs and related documentation for the Executive Director.
- Track deadlines, commitments, and action points arising from executive decisions and meetings, ensuring timely collection and submission of reports and required documentation

B. Governance and Board Support

- Coordinate the planning and logistics of Board and governance meetings in collaboration with relevant departments.
- Support the preparation and compilation of Board documentation, agendas, briefing packages, and supporting materials.
- Record and produce accurate and comprehensive minutes of Board and senior management meetings.
- Maintain and track an Action Matrix tracking Board and Executive decisions, ensuring timely follow-up and reporting.
- Support preparation of governance-related reports and compliance documentation.

C. Institutional Coordination and Communication

- Serve as the key liaison who represents the Executive Director internally and externally by promoting Centre's professional image to the Centre's stakeholders.
- Serve as the key liaison between the Executive Director and programme, operations, and external partners.
- Uphold and maintain institutional protocol procedures in all official engagements and communications.
- Coordinate and regulate the flow of information within the Office of the Executive Director, ensuring timely circulation, follow-up, and action on official documentation and internal communications.
- Monitor the status of departmental assignments and ensure timely responses in accordance with institutional policies.
- Coordinate internal meetings of senior management, including agenda preparation and documentation.
- Support the Executive Director in preparing speeches, presentations, and briefing materials for regional and international engagements.
- Assist in maintaining a professional and strategic public image of the Office of the Executive Director.

D. Research and Analytical Support

- Conduct research and compile background materials to support executive decision-making.
- Prepare summaries, analytical briefs, and presentation materials for executive use.
- Support the Executive Director in tracking strategic priorities and institutional performance indicators.

E. Administrative Coordination

- Support procurement and requisition processes related to the OED.
- Coordinate leave schedules among administrative support staff to ensure continuity of operations (if applicable).
- Provide administrative support during regional and international meetings, including travel outside of normal working hours where required.

F. Other Duties

- Identify and propose improvements to office procedures and communication workflows to enhance efficiency, reduce bottlenecks, and strengthen coordination between the Office of the Executive Director and other divisions.
- Perform any other duties within the functional profile of the Office as assigned to ensure the effective functioning of the Centre.

Required Competencies

Core Competency	Description
Integrity	Maintains strict confidentiality and exercises sound ethical judgment.
Professionalism	Demonstrates reliability, discretion, and high standards of written and verbal communication.
Results Orientation	Ensures timely follow-up and completion of executive tasks and institutional priorities.
Organisational Skills	Strong ability to prioritise, manage multiple tasks, and meet deadlines under pressure.
Communication	Excellent drafting, minute-taking, formal and diplomatic correspondence skills.
Diplomacy	Handles sensitive matters with tact and sound judgment.
Collaboration	Works effectively across departments and with external stakeholders.

Expected Results/Deliverables

- Efficient and well-coordinated functioning of the Office of the Executive Director.
- Timely preparation of Board materials and executive documentation.
- Accurate recording and tracking of executive and governance decisions.
- Strengthened communication flow between the OED and internal/external stakeholders.
- Improved institutional responsiveness and executive follow-through.plan.

Qualifications, Skills, and Experience

1. Bachelor's degree in business administration, Management, Public Administration, Development, Communications, or a related field.
2. Minimum of seven (5) years of progressively responsible experience in executive support, governance coordination, protocols or similar professional roles.
3. Demonstrated experience supporting senior executives or boards.
4. Proven ability to draft high-quality formal correspondence and meeting minutes.
5. Strong organisational and time-management skills with the ability to work independently.
6. Proficiency in Microsoft Office Suite and digital collaboration tools.
7. Experience in a diplomatic mission, regional or international development organisations is highly desirable.
8. Familiarity with CARICOM institutions and regional governance processes is an asset.

Languages

- Fluency in English (written and spoken) is required.
- Working knowledge of another CARICOM official language (French, Spanish, or Dutch) would be an asset but not required.

General Requirements

1. Flexibility in work hours, including support during regional and international missions.
2. Ability to manage relationships with Member States, diplomats, development partners and stakeholders.
3. Ability to manage sensitive political and institutional matters with discretion.
4. Ability to work independently and under pressure in a multicultural environment.
5. Ability to successfully navigate sensitive political, cultural and industry-related issues.
6. Ability to accommodate work travel duty.
7. Capacity to operate in a multicultural, regional environment.

Performance Evaluation

The incumbent will be evaluated annually based on:

- Quality and timeliness of executive support.
- Accuracy and reliability of governance documentation.
- Effectiveness in coordinating institutional priorities.
- Professional conduct and adherence to confidentiality standards.

Applications

Interested candidates should submit their applications to **recruitment@ccreee.org** by **11:59 PM (AST) on 15 April 2026**. Applications must include:

1. CV (detailed qualifications and work experience and three references)
2. Motivation letter (maximum one page – 250 words)
3. Scanned copy of passport biodata page
4. Scanned copies of educational certificates

Further information is available at www.ccreee.org. Written requests for clarification should be directed to **recruitment@ccreee.org**.

Note: Applicants should **not** contact the CCREEE office or partners by phone and only via e-mail at **recruitment@ccreee.org**.