



**Regional Collaboration Centre – St. George's**  
Promoting Climate Action in the Caribbean

## **TERMS OF REFERENCE**

**DUTY STATION: St. George, Grenada**

**JOB TITLE: RCC Caribbean Administrative and Finance Officer**

### **BACKGROUND**

The Windward Islands Research and Education Foundation (WINDREF), a 501 (c) 3 Research and Education Foundation, was established in Grenada in 1994. WINDREF seeks to advance health and sustainable environmental development through multi-disciplinary research and education programs. WINDREF strives for program excellence by promoting collaborative relationships between governments, internationally recognized organizations, academics and regional researchers.

In 2013, the UN Climate Change partnered with the WINDREF located at St. George's University (SGU) to establish the Regional Collaboration Centre for the Caribbean (RCC Caribbean). The RCC Caribbean, which is located on SGU's True Blue Campus in Grenada, is dedicated to the objectives of the United Nations Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol, and the Paris Climate Change Agreement. The RCC channels local, regional and global resources into climate action to facilitate implementation of Nationally Determined Contributions (NDCs) to the Paris Agreement, National Adaptation Plans, roadmaps for implementation of the 2030 Agenda for Sustainable Development and other relevant policies and strategies. The Centre supports 16 countries across the Caribbean region, including Antigua and Barbuda, Bahamas, Barbados, Cuba, Dominica, the Dominican Republic, Grenada, Haiti, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Belize, Trinidad and Tobago, Guyana and Suriname.

The UNFCCC partners with organizations operating six RCCs globally including:

1. RCC Asia-Pacific, covering Asia and the Pacific in partnership with Institute for Global Environmental Strategies (IGES);
2. RCC MENA-SA, covering Middle East, North Africa and South Asia, in partnership with World Green Economy Organization (WGEO);
3. RCC WACA, covering Western and Francophone Africa, in partnership with Banque Ouest Africaine de Developpement (BOAD);
4. RCC EASA, covering East and Southern Africa, in partnership with East African Development Bank (EADB);
5. RCC Latin America, covering Latin America, in partnership with UNEP;
6. RCC Caribbean, covering the Caribbean, in partnership with the Windward Islands Research and Education Foundation (WINDREF)



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The overall objective of this newly created position is to support the RCC Caribbean Regional Lead in required administrative and financial tasks for the implementation of the RCC Caribbean Workplan.

### **LOCATION AND DURATION**

The assignment is for a period of one year with the possibility of extension thereafter, starting as soon as possible. The Administrative and Financial Officer is expected to work in Saint George, and will be based at our location at SGU.

### **REPORTING LINE**

The Administrative and Financial Officer will work under the direct supervision of the RCC Caribbean Regional Lead. The Officer will be contracted by WINDREF, the RCC Caribbean host organization.

### **OUTPUTS**

The responsibilities include administrative, financial, operational, management and technical support tasks, involving liaison with personnel of RCC Caribbean, WINDREF and UNFCCC Central Office. In particular, the Administrative and Financial Officer will provide support to the RCC Caribbean on the following matters:

#### **1. Support financial activities at RCC Caribbean liaising with WINDREF's Finance and Grants Officer, and the Assistant Administrator of WINDREF**

- Manage start-to-end payment of salaries. These include, *inter alia*, collecting monthly reports from RCC Caribbean substantive team, preparing salary expenditure request forms, following up on expenditure request forms process with WINDREF, Regional Lead and UNFCCC Central Office, tracking payments and informing individuals accordingly until finalized, saving, and maintaining associated records in RCC Caribbean relevant folders.
- Manage start-to-end service requests, including those required to support RCC Caribbean personnel missions/travels and associated logistics. These include, *inter alia*, communicate with service providers and manage timely the inputs required, obtain Regional Lead and RCC Caribbean team inputs and approval on services chosen, preparing service expenditure request forms, following up on expenditure request forms process with WINDREF, Regional Lead and UNFCCC Central Office, tracking payments and informing individuals accordingly until finalized, saving, and maintaining associated records in RCC Caribbean relevant folders.
- Manage start-to-end Financial Report processes (quarterly, interim, annual). These include, *inter alia*, review inputs provided by WINDREF Finance team, liaise with Regional Lead for inputs and approval, and ensure timely reporting to UNFCCC Central Office.
- Support other financial related tasks as required

#### **2. Support administrative activities at RCC Caribbean**



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- Manage start-to-end hiring processes, in close collaboration with WINDREF, Regional Lead and teams at UNFCCC Central Office as required. These include, *inter alia*, support drafting of Terms of References (TORs), supporting TORs publication and dissemination among RCC Caribbean stakeholders, support on interview scheduling, notes, documents management, reports as needed, draft contracts, monitor contract expirations, manage communications with RCC Caribbean, WINDREF and UNFCCC Central Office as needed.
  - Manage start-to-end experts evaluation processes. These include, *inter alia*, keeping track of relevant timelines as per each contract, scheduling meetings, supporting on meeting notes and maintaining records.
  - Manage start-to-end on-boarding process. These include, *inter alia*, ensuring available guidelines and procedures are up-to-date, keeping track of required action from RCC Caribbean team - such as those related to Visa, Bank, SGU badges and car parking and others - and providing respective timely support.
  - Manage start-to-end inputs, logistics and records needed for activities associated with WINDREF as host partner for RCC Caribbean. These includes, *inter alia*, Annual Global Forum, Steering Committee meetings, MoU renewal process, Monitoring and Evaluation forms, and others as needed.
  - Manage start-to-end inputs, logistics and records needed for RCC Caribbean team meetings.
  - Manage start-to-end Weekly bulletin, including conducting associated research and gathering of information on potential regional events
  - Support other financial related tasks as required
- 3. Performs any other appropriate job-related activity** required to achieve the goals of the RCC Caribbean.

## REQUIREMENTS

- Educational background: University degree in Administration, Business, Finance, Accounting, or related discipline.
- Experience: Processing salaries and external services requests, supporting logistics, managing data/databases, producing reports and materials for publication. Experience with supporting previous UN agencies as well as knowledge in/ basic understanding of UNFCCC processes and/or climate change aspects is an asset.
- Job-related skills: Excellent accounting, writing/reporting, editing and communication skills. Being responsible, detail-oriented, organized and pro-active. Proficient in Sharepoint, Microsoft Excel, Word, One Note and PowerPoint.
- Language requirements: Fluency in written and spoken English. Working knowledge of another UN language is an asset.



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### **HOW TO APPLY**

Candidates whose qualifications, and experience which match the job description, should send their resume and a letter of application to [MSantaella@unfccc.int](mailto:MSantaella@unfccc.int). Applications will be accepted until **12<sup>th</sup> April 2024**.

Please indicate **“Admin and Financial Office – RCC Caribbean”** in your email subject.