

GOVERNMENT OF GRENADA

Ministry of Climate Resilience, The Environment and Renewable Energy GRENADA GEOTHERMAL ENERGY DEVELOPMENT – EXPLORATION DRILLING PHASE Administrative Officer

TERMS OF REFERENCE

1. Background

With grant funding provided by the Caribbean Development Bank (CDB), including support from the UK Foreign, Commonwealth and Development Office (FCDO), the Global Environment Facility (GEF), the Italian Ministry for Environment and Energy Security (IMELS), and the European Union Caribbean Investment Fund, the Government of Grenada is undertaking a geothermal exploration drilling project to develop geothermal resources for utility-scale power production.

The Project is executed by the Ministry of Climate Resilience, The Environment and Renewable Energy (the Ministry) and managed by the Geothermal Project Management Unit (GPMU). Exploration drilling is planned at two sites located on private agricultural lands in the north of the mainland: Site C at Tricolor in St Patrick and Site F at Plaisance Estate in St John. The civil works phase precedes the drilling stage, with planned mobilisation in late 2027.

The Project is subject to a multi-lender framework governed by CDB and IDB procurement and safeguard policies. The Ministry now wishes to engage an Administrative Officer as a full-time member of the GPMU to provide administrative, procurement, and fiduciary support.

2. Objectives

The Administrative Officer will serve as the GPMU's primary administrative and clerical focal point, responsible for providing comprehensive support to the Project Coordinator and GPMU team across procurement, fiduciary management, contracts administration, personnel records, and operational logistics throughout the civil works phase.

3. Scope of Work

The Administrative Officer will:

- a. Maintain and administer project registers: Fixed Assets Register (office equipment, furniture, supplies), Contracts Register (all active project contracts), and Leave Records for GPMU personnel.
- b. Manage the project's data filing and record systems (both digital and hard copy), ensuring secure storage and rapid retrieval of financial data, procurement files, contracts, correspondence, and project reports.
- c. Provide secretarial support: arrange meetings and travel, coordinate meeting logistics (including donor missions), schedule calendars, and maintain activity schedules and reminders for the GPMU team.

- d. Handle all project correspondence: receive and distribute incoming mail and emails, prepare outgoing correspondence, maintain communication logs, and arrange courier services for external deliveries.
- e. Provide general office support: answer phones, greet visitors, arrange appointments, perform data entry and spreadsheet preparation, operate office equipment, and maintain general office supplies and inventory.
- f. Maintain comprehensive project archives, including all financial, procurement, contracts, safeguard, and donor-related documentation in organized and accessible systems.

4. Deliverables

The Administrative Officer will produce:

- g. Current and accurate Fixed Assets Register, Contracts Register, and Leave Records for all GPMU personnel.
- h. Organized filing systems (digital and hard copy) with indexed records for rapid retrieval and audit compliance.
- i. Meeting coordination documentation: agendas, attendance records, logistics arrangements, and follow-up reminders.
- j. Correspondence logs and records of all incoming and outgoing project communications.
- k. Comprehensive project archives organized by category (financial, procurement, contracts, safeguard, donor correspondence).

5. Term of Assignment

The role is for a full-time individual on a 24-month contract. The term may be modified subject to project requirements and phase progression.

6. Qualifications and Experience

The Administrative Officer should have:

- l. An Associate Degree or equivalent qualification in Business Administration, Office Administration, or Secretarial Services; or a secondary school diploma with at least five (5) years of documented administrative experience.
- m. Demonstrated experience in procurement administration, preferably with development projects or multilateral bank-financed initiatives.
- n. Strong proficiency with computer applications, including word processing, spreadsheets, data entry, and e-procurement platforms.
- o. Excellent organizational skills with the ability to prioritize multiple tasks, maintain detailed records, and meet strict deadlines.
- p. Strong written and verbal communication skills in English, with the ability to communicate courteously and professionally with internal and external stakeholders.
- q. Experience with CDB, World Bank, or IDB procurement and financial procedures is strongly preferred.

7. Location

The duty station is Grenada. The Ministry's offices are located in St George's. The Administrative Officer is expected to be office-based for the majority of the assignment, with occasional site visit support as required.

8. Reporting

The Administrative Officer will be a member of the GPMU team, reporting to the Project Coordinator Geothermal Energy (PCGE), and will work closely with all GPMU staff, contractors, consultants, and external stakeholders as required. All records and administrative outputs produced under this assignment are the property of the Government of Grenada.