



Women's Resource and Outreach Centre Limited

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PROJECT: STRENGTHENING THE CULTURE OF INTEGRITY IN JAMAICA

Job Vacancy

Project Assistant (Part time)

The Women's Resource and Outreach Centre Limited (WROC) is looking for an enthusiastic Project Assistant to provide administrative support for the Strengthening the Culture of Integrity in Jamaica (SCIJ) project.

WROC is a non-profit non-governmental organization that provides a place for women and youth in the Lyndhurst and Greenwich area and other communities to learn the route to self-empowerment.

Introduction

The main goal of the SCIJ is to see sustainable human development that is enhanced by the deepening of Jamaica's democracy and accountability processes through the elimination of corrupt practices and the promotion of gender equality and the empowerment of women and girls.

Project Assistant – Scope of Work

The project assistant will support the work of the project coordinator and other project staff

Major Functions

1. Support project coordinator in achieving the deliverables under the project
2. Disseminate project information to stakeholders
3. Anchor record keeping requirements of the project Prepare meeting materials, including reports, presentations and agendas
4. Make travel and accommodation arrangement for training seminars, conferences and other project related events
5. Manage procurement for all project supplies and activities

Work Requirement

The Project Assistant will work part time in accordance with the project needs.

Academic qualifications and experience

- Associate degree in Business Management or Office Administration
- 1 -3 years' experience in an office setting

Please send a cover letter and resume to wrocjamaica@gmail.com by April 13 at 3pm. Only Short listed persons will be contacted.

Board of Directors: Lorna lee- Chairperson, Calman Barrett, Shera Grant Clarke, Kathleen Goldson-Clarke, Cynthia Humes, Christine Senior Harper, Linnette Vassell, Wendel Wilkins, Dorothy Whyte