

BARBADOS WATER AUTHORITY

Vacancy Notice



Administrative Officer – South Coast Water Reclamation Project (SCWRP)

Applications are invited from suitably qualified members of staff to fill the vacant position of **Administrative Officer – SCWRP**.

1. SCOPE:

The Administrative Officer will report to the Project Coordinator (PC) for the Project. He/she will be responsible for providing administrative support on all aspects of the project's implementation. The Administrative Officer shall be assigned exclusively to the project and will be supported by the administrative staff of the PMO as required. The Administrative Officer's duties will include, but not be limited to, monitoring the administrative aspects of the project.

2. DUTIES AND RESPONSIBILITIES:

Provide overall administrative support to the PEU. In particular:

- Coordinating meetings, seminars, and training programs.
- Servicing meetings and preparing minutes, based on the corresponding proceedings.
- Contributing to the preparation of papers, reports, briefs, and speeches.
- Researching and providing data required for the preparation of the progress reports, operations plans, and any other related documents.
- Issuing relevant correspondence regarding decisions taken and /or requests for information.
- Manage physical and electronic communications and Program files following the established management procedures.
- Any other duties as assigned by the Project Coordinator or his/her designate.

3. QUALIFICATIONS:

Prospective candidates should have a minimum of the following qualifications:

- A degree in Management or a related discipline, or any other relevant professional qualification from a recognised institution, and three (3) years relevant experience in a project environment.

4. KNOWLEDGE AND SKILLS:

- Excellent oral and written skills.
- Strong organisational and time management skills.
- Competence in the use of Microsoft Office/Office 365 products, particularly Word, Excel, Visio and PowerPoint.
- Effective decision-making skills.
- Must maintain strict confidentiality in the execution of duties.
- Ability to multitask.
- Experience as an Administrative Officer on a Project would be an asset.

5. SALARY

The successful candidate will receive an attractive salary and benefits package based on their qualifications and experience.

Applications with full curriculum details should be emailed to hr@bwa.gov.bb or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority,
Pine Commercial Estate,
The Pine, **St Michael**

The closing date for receipt of application is **October 17, 2025.**

Unsuitable applications WILL NOT be acknowledged, and only shortlisted candidates will be contacted.