

Terms of Reference

Title:	Office Clerk for the Census of Agriculture and Fisheries
Location:	Saint Vincent and the Grenadines - Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour
Duration:	12 months
Tentative Start Date:	January 2025

Background

A Census of Agriculture and Fisheries is an undertaking by the Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTI) to gather data on structures and characteristics of farms such as size; tenure of holdings; land use and area planted to crops; inventory of livestock and poultry; and distribution and number of households engaged in farming, fishing, and related activities. In Saint Vincent and the Grenadines, the last Census of Agriculture and Fisheries (CAF) was conducted in 2000. Previous rounds of the CAF had been implemented in 1946, 1961, 1972, and 1985/86. Since the 2000 CAF, several changes have occurred in the country, which have strongly impacted the agriculture sector and the national economy in general. The Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour (MAFFRTIL) in co-operation with the Statistical Office, Ministry of Finance, Economic Planning, Sustainable Development, and Information Technology (CSO) is currently planning to conduct the next Census of Agriculture in 2025, following the FAO's guideline World Census of Agriculture (WCA) 2020 recommendations.

Agricultural statistics are needed to monitor the existing agricultural and food supply conditions and to provide accurate and reliable information to help governments and other users in the process of short-term decision-making. The CAF is the backbone of the entire Agricultural Statistical System. In the absence of a new CAF, the country lacks the capacity to produce, analyze and report on the minimum set of agricultural indicators. The Project is seeking to hire an Office Clerk for the Census of Agriculture and Fisheries (CAF).

Scope of Work

The expected activities to be carried out by the Office Clerk are:

- Prepare/type correspondences or documents needed to support and coordinate the Agriculture and Fisheries Census activities.
- Manage schedules, meetings and travel requirements, online calls, and correspondences required by the National Census Coordinator

- Assist in preparing office memoranda, background materials, and other related documents as requested by the Census Coordinator.
- Ensure the timely procurement of office supplies and payment processing.
- Ensure that all correspondence and documents are correctly typed, prepared, and submitted on time.
- Ensure that all incoming mail is properly distributed and brought to the attention of the National Census Coordinator and that outgoing correspondence/mail is dispatched on time.
- Provide efficient reception for incoming telephone calls, take accurate messages, deal with queries from callers, and ensure they are communicated promptly.
- Maintain good filing of office documents, contacts, and records for efficient file creation and retrieval, including e-filing.
- Properly store financial records for transactions under the Census of Agriculture and Fisheries.

Deliverables

Deliverables expected from the Office Clerk will include, but are not limited to:

Completed Agriculture and Fisheries Census correspondences and documents properly submitted and stored.

Compensation

1. The Office Clerk shall make his/her own arrangements to pay income tax, and social security contributions and to meet any other statutory obligations arising from the agreement.
2. The Office Clerk will be paid at a fixed salary for work completed under the Census of Agriculture and Fisheries. This salary shall also cover transportation and telephone costs.

Qualifications

Minimum Requirements

- 5 CXC subjects including English and mathematics, Diploma/associate degree in administration/management or any other related field.

- Minimum 2 years of experience working in a related field
- Proficiency in MS Office, Excel, PowerPoint, and other office tools

Competencies

- Excellent interpersonal, oral and written communication skills.
- Fluency in English (verbal and written) is required.
- Must be Results-oriented, creative, confident, self-motivated and respond positively to feedback
- Ability to work well individually and with teams.
- Persistence when faced with problems or challenges.
- Ability to identify issues, opportunities and risks and articulate them.
- Ability to relate to community members and sensitivity to cultural, gender, religion, race, and age differences.
- Ability to work to given deadlines.

Reporting Obligations

The Office Clerk will work under the direct supervision of the National Census Coordinator of the Census of Agriculture and Fisheries and in close collaboration with the assigned focal point of the Public Sector Investment Programme Management Unit (PSIPMU). The office clerk will follow an agreed code of conduct and will share information on the available grievance mechanisms as needed.