

Candidates Sought: Independent Consultant/ Project Support Assistant

- Title:** *Alliance Assistant,
Jamaica Energy Resilience Alliance/Strengthening Energy Resilience in Jamaica*
- Location:** Kingston, Jamaica
(remote/from-home work at this time; work in-office likely post-COVID)
- Timing:** Immediate, potentially through December 2023
- Level of Effort:** Part time (negotiable, nominal 2–3 days/week)
- Remuneration:** To be negotiated based on experience

Cadmus (The Cadmus Group LLC; www.cadmusgroup.com) is a 500-person, employee-owned, USD 100mn, US-based consultancy that strengthens society and the natural world by providing strategic and technical services in water, energy, climate change, international development, and all-hazards resilience.

Cadmus seeks a highly motivated, Kingston-based professional with entry to intermediate level experience in program administrative and operational support to be a key member of the team implementing “Strengthening Energy Sector Resilience in Jamaica,” a new project of USAID/Jamaica and the Jamaica Energy Resilience Alliance (JERA) of which Cadmus is the lead member.

The project encourages and facilitates the adoption of distributed and resilient renewable energy technologies, specifically solar photovoltaics (PV) and PV with battery storage (PV+) to strengthen the resilience of Jamaica’s energy sector. Please see <https://www.cadmusgroup.com/jamaicaenergy> for information.

This will be a part time independent consultancy. Pending good performance and continued funding, the term is nominally expected to be through Dec 2023, the anticipated end of the project.

Responsibilities: The Alliance Assistant is expected to:

- Provide administrative, logistics and operational support to the project, including to office, financial, supply and asset management; and to provision of common services.
- Ensure efficient meeting/event scheduling and arrangements and otherwise facilitate knowledge-building and knowledge-sharing.
- Support effective and responsive communications with Alliance partners.
- Provide administrative, logistics and operational support to the Private Sector Alliance for Energy and Disaster Resilience Secretariat.
- Support the planning and execution of outreach activities across all tasks.
- Generate high-quality reports and ensures Jamaica-based staff maintains smooth, efficient, and timely communications with the US-based staff.
- Conduct basic research and provides effective follow-up to partners, clients, and other relevant stakeholders.

All of the above will be in support of the Alliance Coordinator, the Deputy Alliance Coordinator, the project management team, and task leads and specialists.

Limited domestic travel associated with the above responsibilities is anticipated, particularly post-COVID.

Required Qualifications

- BS/BA in administration, finance, management, business, human resources, or a related field. Formal project management training is advantageous.
- At least 3 years of experience in project and/or operations management support, including support to data collection, research, analysis and reporting. Experience with USAID or internationally funded projects is advantageous.
- Excellent command of Microsoft Office and web-based collaboration and meeting systems.
- Proven ability to work effectively as a member of a team.
- Proven ability to complete complex tasks to a high standard, and with significant autonomy, making appropriate use of input from supervisors and peers.
- Strong English oral and written communication skills.
- Strong monitoring and evaluation skills with exceptional attention to detail and the ability to apply quality control principles.
- Excellent references.

To be considered, please submit the following materials to jamaicaenergy@cadmusgroup.com NLT April 30 2021.

- A one-page cover letter describing your relevant qualifications/experience and interest.
- A resume/CV that includes complete educational and professional experience.

Tele-interviews will be held and references will be requested and checked for candidates who proceed past initial screening.

For more information, contact jamaicaenergy@cadmusgroup.com.