

REPUBLIC OF SURINAME



MINISTRY OF FOREIGN AFFAIRS,

INTERNATIONAL BUSINESS AND INTERNATIONAL COOPERATION

**Call for full-time consultants for the Project Executing Unit
Project: "Foreign Investment and Export promotion Program -FIEPP
(IDB financing SU-L1056)**

Position: Project Administrative Assistance

I. BACKGROUND

The Government of Suriname (GOS) and the Inter-American Development Bank (IDB) signed a loan on February 6, 2020, concerning the Foreign Investment and Export Promotion Program, Contract No: LO-4801/OC-SU. The project general objective is to increase FDI inflows and to promote exports in non-extractive sectors through an operational Trade and Investment Promotion Agency (TIPA).

The specific objectives are to: (i) make the TIPA operational according to international standard practices; (ii) enhance awareness about Suriname's branding to promote investment projects; and (iii) support exporters through advisory services.

To ensure successful continuation of the program, the following individual consultant is needed for the following positions:

1. Project administrative Assistant (full-time)

The Project administrative Assistant shall assist the Project Executing Unit (PEU) in the maintenance and management of project records and information, shall proactively contribute to the day-to-day administrative management of the Program Executing Unit and support the Project Team in the management of communication flow between key stakeholders.

Successful candidates will have at least an associate degree in business administration, Project Management or a related field; a minimum of three (3) years' practical experience in administration management; Strong emphasis on accuracy and detail; Ability to handle multiple projects simultaneously to meet goals and deadlines; Proficient in Microsoft Office programs, such as Excel and Microsoft Words; Excellent time management and organizational skills; Fluency in English and Dutch is required; Experience in the preparation of meeting minutes and meetings scheduling; Proven ability to make effective use of computers and software programs, such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and social media technologies; Experience in working with international agencies would be an asset.

The Ministry of Foreign Affairs, International Business and International Cooperation invites eligible individuals to submit their motivation letter and Curriculum Vitae showing their qualification to perform the services to the address or email below **no later than May 8, 2024, 15.00 pm.**

Candidates should indicate in the subject box of the e-mail or on the envelope the position for which they are applying. Interested candidates can request complete Terms of References by sending an email to peu-management@sita.sr

The CV and cover letter must provide information establishing that candidates are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.) and will be available on a full-time basis (40 hours per week). Working location is in Paramaribo.

Consultants will be selected in accordance with the procedures set out by the Government of Suriname and the Inter-American Development Bank.

The Ministry of Foreign Affairs, International Business and International Cooperation

Attention:

Program Manager

Ms. Monique Bakker

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