

The Virgin Islands Climate Change Trust Fund

TERMS OF REFERENCE

Executive Assistant (EA)

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Position Title	Executive Assistant, The Virgin Islands Climate Change Trust Fund
Location	The Virgin Islands (BVI)
Reports to	Chief Executive Officer (CEO)
Employment Type	Full-time employment contract
Initial Contract Period	Three years, with a three-month probationary period and option to renew subject to performance, operational need and Board approval
Application Deadline	15 July 2026
Expected Start Date	1 October 2026
Eligibility of Applicants	All qualified persons are invited to apply; preference will be given to suitably qualified Virgin Islanders/Belongers
Residency Requirement	Successful candidate must reside full-time in the Virgin Islands (BVI)
Compensation Range	USD 55,000 - USD 75,000 per annum, commensurate with qualifications and experience

1. Background

The Virgin Islands Climate Change Trust Fund (the "Trust" or "VICCTF") is an independent statutory body established under the Virgin Islands Climate Change Trust Fund Act, 2015 to provide a secure, transparent and accountable mechanism to raise, manage and deploy climate finance for local adaptation, mitigation and resilience priorities. The Board of Trustees has executive control and management of the Trust, supported by a lean Secretariat led by the CEO.

The Trust is guided by the Act, the Board-approved 2018 Operational Manual, the Pilot Business Plan 2026-2031, approved policies, procedures, templates and Board resolutions. The Trust is now moving to strengthen the recently established Secretariat to implementation: launching calls for proposals, building project-cycle systems, operationalising financing windows and strengthening fiduciary, reporting and accreditation-ready systems.

2. Purpose of the Position

The Executive Assistant is a core Secretariat role responsible for providing high-quality executive, administrative and office-management support to the CEO and wider Secretariat and, as required, the Board, and Board committees. The position ensures that the Office of the CEO functions efficiently and core administrative systems are established and maintained. The Executive Assistant also provides managed secondary support to accounting, procurement, public relations, marketing and programme administration. The role is designed to ensure core capacity, strengthen coordination and facilitate separation of duties in a lean, evolving Secretariat.

Because the role handles sensitive Board, financial, personnel, applicant, procurement and partner information, strict confidentiality, discretion and data protection discipline are essential and mandatory.

3. Core Responsibilities Summary

- Provide high-quality executive, administrative, office-management and programme administration support to the CEO and Secretariat.
- Support Board and committee administration, meeting logistics, minutes, action trackers, records and document control.
- Maintain orderly administrative processes and tools, correspondence, filing, knowledge management, and contact systems for a wide range of stakeholders.
- Provide managed accounting-assistant, finance-administration and procurement-administration support to facilitate core capacity while ensuring separation of duties with respect to the primary accounting / finance function.
- Support PR, communications, marketing, events, website/social media coordination at a practical level.

4. Reporting, Authority and Working Relationships

- Reports directly to the CEO and is accountable for agreed outputs, deadlines and standards.
- Works with the COO, CFO function, accountants, auditors, legal advisers, consultants, Board members, suppliers, applicants, partners, stakeholders and the public as directed by the CEO.
- May coordinate interns, temporary administrative support, vendors, event service providers and consultants on assigned administrative/logistics tasks, but will not normally have line-management responsibility.
- Must maintain confidentiality, handle information securely and escalate sensitive, legal, financial, media or policy matters to the CEO or authorised officer.

5. Key Duties and Responsibilities

5.1 Executive Administration and Office Management

- Manage the CEO's diary, meetings, reminders, correspondence tracking, briefing preparation and follow-up actions.
- Handle incoming and outgoing correspondence, calls, routine enquiries and visitor arrangements, ensuring proper routing and filing.
- Coordinate travel, accommodation, itineraries, claims documentation and travel files for authorised official travel.
- Maintain office supplies, equipment records, subscriptions, service schedules, meeting rooms and basic facilities records.
- Prepare, format and finalise routine correspondence, memos, reports, minutes, presentations, forms, TORs and other documents for review.

5.2 Board, Committee and Governance Support

- Coordinate meeting notices, agendas, packages, room or virtual arrangements, document circulation and logistics.
- Prepare draft minutes, action sheets and decision logs for review and clearance by the CEO or authorised officer.
- Maintain the Board/committee calendar, repository of approved papers, minutes, resolutions and action trackers.
- Support follow-up on Board and committee actions, including reminders and document collection.
- Support governance records such as attendance records, conflict-of-interest forms, declarations and meeting registers.

5.3 Records, Document Control and Knowledge Management

- Maintain orderly physical and electronic filing systems for the Office of the CEO and Secretariat.
- Maintain document registers, version control and secure storage for policies, procedures, agreements, Board papers, procurement files, funding documents and official correspondence.
- Maintain contact, stakeholder, partner, supplier, consultant and media lists.
- Support public project database, website document repository and audit/accreditation readiness files by ensuring records are complete and accessible to authorised personnel.

5.4 Accounting Assistant and Finance Administration Support

- Receive, log and file invoices, receipts, contracts, purchase orders, payment requests, expense claims, travel claims and supporting documents.
- Prepare payment request packages for review by the finance function, outsourced accountants and/or CEO.
- Maintain supplier, consultant and service-provider administrative files, including contracts, invoices, payment history and correspondence.
- Maintain finance-administration trackers such as invoice register, payment request log, commitments log, procurement file tracker, expense claim log and document submission tracker.
- Support payroll administration by maintaining approved staff information, leave records and payroll-change documentation for review by the finance function or outsourced provider.
- Compile source documents for reconciliations, management accounts, quarterly reporting, audit schedules and financial reports.

5.5 Procurement, Inventory and Administrative Compliance Support

- Support procurement administration, including draft requests for quotations, procurement files, submission logs, quote matrices and procurement trackers.
- Ensure procurement files include required approvals, quotations, evaluations, award decisions, contracts, purchase orders, delivery notes and payment documentation.
- Maintain office inventory and asset records, including furniture, equipment, ICT devices, subscriptions and software licences.

- Coordinate routine supplier communications, delivery arrangements, meeting logistics, catering, travel services and office service contracts.

5.6 Communications, PR, Marketing and Events Support

- Support CEO-approved communications, public relations and marketing activities through scheduling, logistics, contact management and administrative coordination.
- Assist with formatting and organising newsletters, event notices, website updates, social media posts, press materials, brochures, presentations and stakeholder letters.
- Coordinate content collection for website, dashboard, social media and public information products.
- Support events, launches, consultations, public meetings, webinars and applicant sensitisation sessions through invitations, registration, logistics, attendance records, materials and follow-up.
- Maintain media, stakeholder, donor, applicant, community and partner contact databases for outreach and communications purposes.

5.7 Programme Support

- Support calls for proposals through logistics, application receipt registers, applicant enquiries, workshop registration, formatting, filing and follow-up communications.
- Assist with applicant and project files, ensuring submissions, eligibility documents, review records, agreements, reports, disbursement documents and correspondence are properly logged and stored.
- Support data entry, content collection for dashboards, annual reports, Board updates and donor/partner reporting.
- Assist with recruitment logistics, including advertisements, application receipt, interview scheduling, candidate communication and recruitment file maintenance.

6. Provisional First 90-Day Deliverables

The Trust is expected to commence the Operational Phase of its five-year pilot Business Plan from July 2026 to June 2028, including the staggered deployment of at least one Call for Proposal (CFP) cycle, supported by the 2028 Operational Manual and its 2026 amendments. An evaluation of this Operational Phase will inform the updating of the Business Plan and Operational Manual for the Maturity Phase from July 2028 to June 2031. By the time of onboarding of the Executive Assistant in October 2026, the Trust would have launched the first CFP and be actively engaging applicants, consultants, suppliers, committees, the Board and wider stakeholders. Accordingly, within the first 3-months probationary period of the EA's engagement, s/he will be expected to (inter alia):

- Establish or update the physical and electronic filing system, document register and version-control approach for the Office of the CEO and Secretariat.
- Organise the Board and committee document repository, including approved minutes, resolutions, agendas, papers, attendance records and action logs.
- Implement a correspondence management system covering incoming/outgoing correspondence, routing, follow-up and filing.
- Set up core administrative trackers, including action items, contacts, stakeholders, suppliers, procurement files, travel, leave, meetings and key deadlines.
- Create finance-administration trackers for invoices, payment packages, procurement files, expense claims, payroll inputs and documents submitted to the finance function or outsourced accountants.
- Prepare a short office administration improvement note identifying priority gaps, quick wins and practical workflow improvements for CEO approval.

7. Required Qualifications, Experience and Competencies

7.1 Minimum Qualifications

- Undergraduate degree or equivalent professional qualification in business administration, public administration, office administration, finance, accounting, management, communications, marketing, records management or related field.
- Certification in bookkeeping, accounting support, office administration, records management, procurement, communications, digital tools or related areas would be an asset.

7.2 Minimum Experience and Competencies

- At least seven (7) years of progressively responsible experience providing executive, administrative, office-management, Board/committee, finance-administration or project-administration support.

- Experience supporting a senior executive, Board, statutory body, trust fund, public-sector institution, non-profit, donor-funded project, financial/professional services firm or similar organisation is preferred.
- Experience with document management, meeting administration, minute taking, travel logistics, procurement administration, supplier records and basic finance administration is required.
- Experience supporting internal control system, invoice processing, payroll administration, expense claims, payment packages, reconciliations, audit files or management accounts would be a strong asset.
- Experience supporting communications, social media, newsletters, websites, events, stakeholder engagement or marketing materials would be an asset.
- Strong competence with Microsoft Office, email/calendar tools, virtual meeting tools, shared drives, spreadsheets and basic databases; familiarity with relevant artificial intelligence (AI) tools is a strong asset.
- Knowledge of key governmental and non-governmental stakeholders, local systems, processes and customs in the Virgin Islands would be a strong asset.

7.3 Personal Attributes

- Practical, organised and delivery-oriented mindset suited to a start-up institution.
- Calm, discreet and professional approach to sensitive information and high-level stakeholders.
- Ability to work independently while maintaining accountability to the CEO and approved procedures.
- Strong interpersonal skills, diplomacy and willingness to support a small team.
- Attention to detail, accuracy, initiative, reliability and strong time-management skills.

8. Conditions of Employment

- Full-time appointment based in the Virgin Islands (BVI).
- Three-year initial contract with three-month probation and option to renew subject to performance, operational need and CEO/Board discretion.
- Compliance required with the Act, Operational Manual, Finance Manual, staff policies, confidentiality obligations, conflict-of-interest rules, data and records requirements and approved procedures.
- Willingness to work outside normal office hours when required for Board meetings, stakeholder sessions, events, travel arrangements, public consultations, donor engagement or urgent deadlines.
- Employment of non-Belongers/non-residents, if applicable, will be subject to all relevant labour, immigration, work-permit and visa requirements.

9. Compensation

The successful candidate will receive an annual salary and compensation package in the range of USD 55,000 to USD 75,000. Placement within the range will be determined by qualifications, experience, demonstrated competence, market considerations and the Trust's approved budget.

10. Application Requirements

Interested applicants should submit the following by 15 July 2026 (23:59 BVI time) to applications@vicctf.org and copy info@vicctf.org. Email subject line: Application - VICCTF Executive Assistant.

- Cover letter addressing suitability for the role;
- Curriculum vitae;
- Names and contact details of three professional references;
- Copies of relevant certificates or qualifications.

11. Selection Process

- Only complete applications received by the deadline will be considered.
- Applications will be screened for eligibility and assessed against an approved evaluation matrix.
- Shortlisted candidates may be invited to one or more interviews and may complete a practical exercise to test key competencies.
- While all qualified persons are invited to apply, preference will be given to suitably qualified Virgin Islanders/Belongers.