

ST. KITTS-NEVIS CHAMBER OF INDUSTRY AND COMMERCE

VACANCY

PROJECT ASSISTANT

INTERREG Caribbean KARULINK Project

Job title	Project Assistant – INTERREG Caribbean KARULINK Project
Contract type	Fixed-term contract
Duty station	St. Kitts-Nevis Chamber of Industry and Commerce, Basseterre, St. Kitts
Reporting to	Executive Director, with day-to-day guidance from the Project Officer
Contract period	Start date to be determined – 31 December 2027
Compensation	Commensurate with the qualifications, skills and experience required for the position

About the Opportunity

The St. Kitts-Nevis Chamber of Industry and Commerce (SKNCIC) invites applications from suitably qualified candidates for the position of Project Assistant for the INTERREG Caribbean KARULINK Project. The Project Assistant will provide administrative, logistical, financial-record and coordination support for SKNCIC's project activities and will help maintain timely communication with regional partners, local stakeholders, and the wider private sector.

The successful candidate will be organized, dependable, and attentive to detail, with the ability to manage administrative tasks and deadlines in a multicultural, cross-border environment. The role also requires flexibility to assist with other Chamber work and assignments delegated by the Executive Director.

Purpose of the Role

To provide efficient administrative and operational support for SKNCIC's participation in the KARULINK Project, helping to ensure that activities, records, stakeholder engagements, expenditure documentation and reporting inputs are organized and completed in accordance with approved project requirements, Chamber policies and relevant INTERREG Caribbean procedures.

Key Responsibilities

- **Administrative coordination:** Provide day-to-day administrative support for project implementation, including maintaining calendars, task lists, workplans, contact databases, and activity files.
- **Project activity support:** Assist the Project Officer or designated project lead with scheduling, follow-up and coordination to help ensure that assigned activities and outputs are completed on time.

- **Partner and stakeholder liaison:** Support routine communication with KARULINK partners, government agencies, private-sector organizations and other stakeholders; circulate information and follow up on agreed actions.
- **Meetings and logistics:** Arrange meetings, consultations, workshops, missions and other project events; coordinate invitations, attendance, venues, materials, refreshments, travel and related logistics.
- **Meeting documentation:** Prepare draft agendas, attendance records, meeting notes and minutes; maintain action logs and support the timely circulation and filing of approved documents.
- **Records and reporting support:** Compile information for progress reports, presentations, correspondence and administrative submissions; maintain complete, accurate and accessible physical and electronic project records.
- **Financial administration:** Assist with quotations, purchase documentation, invoices, payment requests, expenditure trackers and supporting records required for budget monitoring, reimbursement and audit processes.
- **Resource and materials support:** Help coordinate the documents, supplies, equipment and other practical resources required for project activities and stakeholder engagements.
- **Data collection and monitoring:** Collect, enter and organize quantitative and qualitative data relating to activities, participants, outputs, indicators and results.
- **Communications and visibility:** Assist with stakeholder updates, event materials, photographs, promotional content and project visibility requirements in keeping with approved branding and donor guidelines.
- **Compliance support:** Use approved templates and filing systems and help ensure that administrative, procurement, financial and reporting documentation is complete and submitted by established deadlines.
- **General Chamber support:** Provide administrative assistance to the Executive Director and other authorized management personnel and undertake other project or Chamber duties as delegated by the Executive Director.

Key Deliverables

- Up-to-date project calendars, contact lists, action trackers and administrative records.
- Complete and well-organized supporting documentation for expenditure, payments, procurement, reimbursement and audit.
- Timely data-entry records and reporting inputs relating to activities, participants, outputs and indicators.
- Orderly physical and electronic project files that are readily available for management review.

Qualifications and Experience

- An associate degree, diploma in business administration, project management, office administration, or another relevant discipline.
- At least two years of relevant experience in project support, administration, event coordination, programme assistance, or a related role would be an asset.
- Experience organising meetings or events, maintaining records and preparing professional correspondence, minutes, or reports.
- Experience handling invoices, purchase documentation, expenditure records, or other basic financial administration would be an asset.

Required Competencies

- Strong organisational, time management, and administrative skills, with close attention to detail.
- Clear written and oral communication skills and the ability to prepare accurate minutes, correspondence, and routine reports.
- Basic financial literacy and confidence working with invoices, expenditure trackers and supporting documentation.
- Strong interpersonal skills and a professional, service-oriented approach to stakeholders.
- Ability to follow procedures, manage competing assignments and meet established deadlines with limited supervision.
- High standards of integrity, confidentiality, reliability and accuracy.
- Proficiency in Microsoft Office, particularly Word, Excel, PowerPoint, Outlook and Teams; familiarity with shared drives or project-management tools would be an asset.

What SKNCIC Offers

- An opportunity to contribute to a high-impact regional cooperation initiative.
- Practical exposure to cross-border project implementation and private-sector development work.
- A stimulating and collaborative working environment.
- Opportunities for professional learning, networking and development.

How to Apply

Applicants should submit:

- A current curriculum vitae;
- A cover letter outlining relevant qualifications, experience and suitability for the role; and
- Contact information for two professional referees.

Submit applications by email to: admin@sknchamber.com cc: executivedirector@sknchamber.com

Email subject: Application – Project Assistant – KARULINK Project

Application deadline: September 15th 2026

Only shortlisted applicants will be contacted.

SKNCIC is committed to equal opportunity and welcomes applications from suitably qualified candidates. Appointment will be subject to satisfactory reference and other employment checks.