



## VACANCY NOTICE

### EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

Applications are invited from nationals of ECTEL Member States to fill the position of **DOCUMENTATION ASSISTANT**.

**The candidate should possess –**

- Diploma or certificate in Records/Library Management and Operations
- CXC or GCE O'Level passes including English
- Minimum of five (5) years working experience, two (2) of which should be in a related work environment
- Computer skills including working knowledge of Microsoft Office
- Familiarity with electronic Content Management Systems

**Main duties include**

- Provide records management support services (maintain ECTEL's filing system, retrieve correspondence and other records when requested).
- File correspondence/documents sequentially in subject files
- Keep records of materials filed or removed using logbooks and computer databases.
- Maintain Library documentation and provide Library support services to staff and other customers
- Search relevant sources including Internet to respond to requests from staff

For further details please visit [www.ectel.int](http://www.ectel.int).

Applications, including Curriculum Vitae, the names of two referees, and certified copies of relevant certificates should be sent no later than **28<sup>th</sup> February 2009**, to **The Managing Director, Eastern Caribbean Telecommunications Authority, P O Box 1886, Vide Boutielle, Castries, St Lucia. Fax: 758 458 1698. Email: [ectel@ectel.int](mailto:ectel@ectel.int)**. Only applications under consideration will be acknowledged.