

**The Virgin Islands Climate Change Trust Fund**  
**TERMS OF REFERENCE**  
**Chief Operations Officer (COO)**

[WWW.VICCTF.ORG](http://WWW.VICCTF.ORG)

<b>Position Title</b>	Chief Operations Officer, The Virgin Islands Climate Change Trust Fund
<b>Location</b>	The Virgin Islands (BVI)
<b>Reports to</b>	Chief Executive Officer (CEO)
<b>Employment Type</b>	Full-time employment contract
<b>Initial Contract Period</b>	Three years, with a six-month probationary period and option to renew subject to performance, operational need and Board approval
<b>Application Deadline</b>	15 July 2026
<b>Expected Start Date</b>	1 October 2026
<b>Eligibility of Applicants</b>	All qualified persons are invited to apply; preference will be given to suitably qualified Virgin Islanders/Belongers
<b>Residency Requirement</b>	Successful candidate must reside full-time in the Virgin Islands (BVI)
<b>Compensation Range</b>	USD 90,000 - USD 130,000 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 from establishment 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 COO is a senior Secretariat role responsible for helping the CEO operationalise and manage the Trust. The position combines programme operations, project-cycle management, systems development, implementation coordination, reporting, records, consultant supervision, stakeholder engagement and institutional strengthening. The COO will help build, deploy and grow the Trust's operational machinery from the ground up, ensuring that the Trust can launch and manage its proposed investment windows and project portfolio while maintaining strong fiduciary discipline and public accountability.

## 3. Core Responsibilities Summary

- Support and deputise for the CEO in the day-to-day operational management of the Trust.
- Lead operational planning, project-cycle management, calls for proposals, implementation monitoring and reporting.
- Translate the Business Plan and Operational Manual into practical systems, SOPs, templates, dashboards and workplans.
- Coordinate risk management, internal controls, procurement support, consultant supervision and stakeholder engagement.
- Ensure operational systems are lawful, transparent, auditable, inclusive, accreditation-ready and suited to a lean start-up Secretariat.

## 4. Reporting, Authority and Working Relationships

- Reports directly to the CEO and is accountable for agreed outputs, deadlines and standards.
- Deputises for the CEO, and exercises delegated authority, when authorised, including representing the Secretariat and maintaining continuity of management.

- Works closely with the finance, administration and legal functions, Executive Assistant, Board committees, Review Committees, consultants, service providers, implementing partners, applicants, grantees, financial intermediaries, donors and public-sector counterparts.
- May supervise Secretariat staff, interns, secondees, consultants and service providers assigned to operations, programme delivery, project management, monitoring and reporting.

## **5. Key Duties and Responsibilities**

### **5.1 Strategic and Operational Planning**

- Support preparation and implementation of operational workplans, annual plans, budgets, and Board reporting products.
- Coordinate Secretariat inputs to the Five-Year Business Plan, investment/spending strategy, Operational Manual updates, SOPs and implementation reviews.
- Maintain a rolling operationalisation tracker covering Board decisions, priority deliverables, consultants, procurement, risks and deadlines.
- Prepare concise briefs, decision papers, implementation updates and management notes for the CEO, committees and Board.

### **5.2 Project Cycle Management**

- Administer and improve the Trust's project-cycle system from identification, screening and appraisal through award, contracting, disbursement, monitoring, closure and learning.
- Lead operational administration of calls for proposals, including call packages, eligibility checks, review logistics, applicant communications, Board recommendation packages and award documentation.
- Coordinate finalisation of grant, cooperation, reimbursable grant, guarantee-related and implementation agreements with finance, legal and technical support.

### **5.3 Operational Systems and SOPs**

- Translate the Business Plan and Operational Manual into practical procedures, templates, workflows and dashboards.
- Develop and maintain SOPs, checklists and pro-forma documents for the Business Plan's financing/deployment windows and operational processes.
- Coordinate the preparation and updating of grant manuals, project management procedures, monitoring templates, risk registers, reporting templates, procurement templates, agreement templates and applicant-facing guidance materials.

### **5.4 Monitoring, Evaluation, Reporting and Learning**

- Operationalise implementation and results tracking, including indicators, beneficiary data, climate results, project status and institutional performance metrics and performance against milestones, budgets, deliverables, safeguards, gender commitments, reporting obligations and disbursement conditions.
- Prepare or coordinate dashboards, portfolio updates, annual report inputs, public project updates, donor reports, audit inputs and special reports, ensuring ensure data efficiency and quality.
- Document lessons learned from calls for proposals and deployments and ensure lessons inform future procedures and planning.

### **5.5 Risk, Compliance and Internal Controls**

- Apply risk management to project-cycle and operational decisions, including fiduciary, compliance, operational, environmental and social, gender, reputational and strategic risks.
- Maintain project and operations risk registers with risk owners, mitigation measures, correction actions and escalation triggers, including recommendation of practical options for resolution.
- Support controls for conflict-of-interest declarations, segregation of duties, approval thresholds, procurement compliance, disbursement conditions, document retention and audit trails.

### **5.6 Procurement, Consultants and Stakeholders**

- Support procurement planning, terms of reference, evaluation materials and delivery monitoring in accordance with approved procedures.
- Supervise consultants and service providers assigned to operational, programme, technical or project-cycle deliverables.

- Coordinate applicant sensitisation, stakeholder consultations, guidance materials, frequently asked questions and technical clarifications.
- Support the CEO's engagement with Government, statutory bodies, utilities, civil society, community organisations, private sector partners, financial intermediaries, donors and development partners.

## 6. Provisional First 6-months 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 using the various funding windows (including grants, direct solicitation and revolving "loans") of the Plan's active deployment operating architecture. An evaluation of this Operational Phase will inform the updating of the Plan and the design and deployment of the Maturity Phase from July 2028 to June 2031. By the time of onboarding of the COO in October 2026, the Trust would have launched the first CFP and be actively evaluating submissions and engaging in decisions, contracts and other tools for awards and funding disbursements. Accordingly, within the first 6-months of the COO's engagement, s/he will be expected to (inter alia):

- a. Support completion of the first CFP evaluation process, including eligibility screening, review logistics, applicant communications, evaluation records and Board decision packages.
- b. Coordinate the transition from award decisions to contracting and impact, including grant agreements, grant and cooperation agreements, stakeholder implementation support and supervision.
- c. Develop or refine core project-cycle tools, including application checklists, appraisal templates, project files, monitoring templates, disbursement checklists, close-out tools and applicant guidance materials.
- d. Establish a project and portfolio tracking system or dashboard to monitor applications, awards, agreements, milestones, disbursements, safeguards, gender commitments, risks and reporting deadlines.
- e. Prepare an initial project-cycle and operations risk register with risk owners, mitigation measures, escalation triggers and recommended corrective actions for the CEO and relevant Board committees.
- f. Complete a practical onboarding and operational readiness review, identifying immediate gaps, risks, dependencies and decisions required for effective implementation of the Business Plan.
- g. Prepare concise monthly or quarterly implementation updates for the CEO, committees and Board, documenting progress, bottlenecks, lessons learned and recommendations for improving the Operational Phase and informing the Maturity Phase.

The final deliverables and timelines will be confirmed by the CEO in consultation with the Board.

## 7. Required Qualifications, Experience and Competencies

### 7.1 Minimum Qualifications

- Undergraduate degree in sustainable development, climate change, environmental management, international development, project management, public administration, business administration, economics, finance, law, engineering, disaster risk management, natural resource management or a related field.
- Master's degree in a relevant field is strongly preferred.
- Certification in project management, monitoring and evaluation, grants management, procurement, risk management, climate finance or sustainable finance would be an asset.

### 7.2 Minimum Experience and Competencies

- At least ten years of progressively responsible professional experience, including at least five years in programme or project-cycle management, portfolio management, institutional operations or a similar leadership role.
- Demonstrated experience managing complex programmes, grants, projects, funds, calls for proposals, donor-funded projects or development finance mechanisms.
- Experience developing or applying operational manuals, SOPs, project-cycle systems, grant agreements, monitoring frameworks, reporting systems and internal controls.
- Experience working with Boards, committees, public agencies, civil society, private sector partners, donors, consultants or financial intermediaries. Climate, conservation, sustainability or disaster risk finance experience would be a strong asset.
- Experience supervising staff, consultants, service providers and multi-disciplinary teams.
- Expected to have or quickly develop working familiarity with relevant BVI statutory and institutional frameworks affecting the Trust, including procurement, public finance, governance, and related compliance requirements.
- Experience in the Virgin Islands, Caribbean, small-island or Overseas Territory contexts is strongly preferred;
- Competence with relevant digital systems, including dashboards, databases, project/data management platforms and relevant AI tools.

### **7.3 Personal Attributes**

- Commitment to transparency, fairness, Integrity, impartiality and respect for confidentiality.
- Practical, delivery-oriented, flexible and agile mindset suited to a start-up institution.
- Ability to work independently while maintaining accountability to the CEO and Board-approved processes.
- Diplomacy, sound judgment and maturity in managing sensitive stakeholder relationships and information.
- Capacity to balance ambition with compliance, pace with quality, and innovation with prudent risk management.

### **8. Conditions of Employment**

- Full-time appointment based in the Virgin Islands (BVI).
- Three-year initial contract with six-month probation and option to renew subject to performance, operational need and Board discretion.
- Compliance required with the Act, Operational 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, public consultations, donor engagement, travel 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 90,000 to USD 130,000. 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](mailto:applications@vicctf.org) and copy [info@vicctf.org](mailto:info@vicctf.org). Email subject line: Application - VICCTF Chief Operations Officer.

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

### **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 will be invited to one or more interviews and may complete a written exercise, presentation, case study or practical task.
- Reference checks, background checks and due diligence will be completed before final appointment.
- While all qualified persons are invited to apply, preference will be given to suitably qualified Virgin Islanders/Belongers.
- The Trust reserves the right not to make an appointment, whether or not a candidate is found suitable.

The Trust is committed to fair, transparent and merit-based recruitment, consistent with equal opportunity, confidentiality, good governance and the strategic needs of the Trust .

**The Virgin Islands Climate Change Trust Fund**  
**TERMS OF REFERENCE**  
**Executive Assistant (EA)**

[WWW.VICCTF.ORG](http://WWW.VICCTF.ORG)

<b>Position Title</b>	Executive Assistant, The Virgin Islands Climate Change Trust Fund
<b>Location</b>	The Virgin Islands (BVI)
<b>Reports to</b>	Chief Executive Officer (CEO)
<b>Employment Type</b>	Full-time employment contract
<b>Initial Contract Period</b>	Three years, with a three-month probationary period and option to renew subject to performance, operational need and Board approval
<b>Application Deadline</b>	15 July 2026
<b>Expected Start Date</b>	1 October 2026
<b>Eligibility of Applicants</b>	All qualified persons are invited to apply; preference will be given to suitably qualified Virgin Islanders/Belongers
<b>Residency Requirement</b>	Successful candidate must reside full-time in the Virgin Islands (BVI)
<b>Compensation Range</b>	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](mailto:applications@vicctf.org) and copy [info@vicctf.org](mailto: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.