



## UNITED NATIONS DEVELOPMENT PROGRAMME

### TERMS OF REFERENCE

#### I. Position Information

Job Title: Project Assistant

Project Title: "Support to Environmental Protection and Sustainable Use of Natural Resources"

Supervisor: Project Manager

#### II. Background

This project aims at contributing to regional and global environmental benefits achievement through active action for environmental protection and sustainable use of natural resources in the Republic of Moldova. Top-down and bottom-up initiatives will be supported through: a) assistance to Central Public Authorities (Ministry of Environment and Natural Resources), and b) support to non-governmental organizations under a Small Grant Scheme. The project will lead to:

- § adoption of policies and measures of main concern – including approximation of legislation in key environmental sectors with the *acquis communautaire*;
- § strengthened technical and administrative capacity of the Ministry of Environment and Natural Resources for the implementation of international environmental commitments;
- § implementation of most stringent policies and measures on access to information, public participation and education on sustainable development;
- § NGO/CBO grants for local communities' initiatives to solve local environmental issues with potential regional/global impacts and socio-economic benefits for the communities. The Small Grants Scheme will be implemented throughout Moldova, including Transnistria region.

#### III. Organizational Context

Under the guidance and direct supervision of the Project Manager and UNDP Programme Officer the incumbent assists in the effective and efficient management of the "Support to Environmental Protection and Sustainable Use of Natural Resources" project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project Assistant applies and promotes the principles of results-based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Assistant works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

#### IV. Objectives / Key Activities and deliverables.

**Objectives:** To provide support and assistance in various aspects of administrative and financial management of the "Support to Environmental Protection and Sustainable Use of Natural Resources" project.

## **Key Activities:**

### Administrative management

- § Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- § Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- § Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
- § Prepare and issue contracts;
- § Make pertinent logistical arrangements for the prompt and effective implementation of the programme activities;
- § Draft minutes of Project Board and Small Grants Committee meetings;
- § Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- § Arrange external and internal meetings (including the meetings of the Project Board, Small Grants Committee, Technical Working Groups, etc).

### Financial management

- § Prepare requests for advance of funds and/or direct payments;
- § Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- § Prepare proposals for budget revisions;
- § Prepare and submit expenditure and programme budget status reports;
- § Respond to queries from the Government and UNDP with respect to financial aspects of the programme, liaise with UNDP-appointed and external auditors wherever required;
- § Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- § Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- § Undertake other financial and administrative tasks on an ad hoc basis.

### Procurement

- § In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- § Arrange for equipment maintenance and insurance as required;
- § Ensure that contractual processes follow the stipulated UNDP procedures;
- § Physically clear and ensure delivery of equipment and supplies procured for the various programme sites;
- § Maintain an equipment and spare inventory including verification and transfer when required.

### Other duties as assigned.

## V. Competencies

### Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Knowledge Management and Learning

- q Shares knowledge and experience.
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

### Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and project implementation and reporting.
- q Ability to establish and maintain contacts with operational-level officials of the host government required. Excellent interpersonal skills are essential part of the job.

## VI. Recruitment Qualifications

Education:	University Degree in economics, finance, accounting, law, public administration or other related field.
Experience:	<p>At least three years of experience in administrative work, accounting/finance, economics, or other substantive area is required.</p> <p>At least two years of previous experience in development assistance or related work for a donor organization, consulting company, or NGO is compulsory. Previous experience with UNDP is a very strong advantage.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.</p>
Language requirements:	Fluency in both oral and written English and Romanian is a must. Knowledge of Russian desired.

## VII. Timeframe

Duration of employment: 12 month with the possibility of extension.