

TERMS OF REFERENCE

Program:	Promoting Gender Equality in National Development Policies and Programs
Position:	Administrative Assistant (National)
Duty Station:	Chisinau, Moldova
Duration:	1 year

Background:

In May 2007 UNIFEM with funding support from SIDA has commenced the program on Promoting Gender Equality in National Development Policies and Programs to address gender inequalities in the context of national efforts for poverty alleviation and public sector reform as a means to guarantee human security and human rights for all citizens – men and women.

The overall development objective of the program is to promote gender equality as a prerequisite for rights-based sustainable development in the context of the MDGs, the National Development Strategy and EU aspiration of Moldova. The program will enhance national capacities in Moldova to realize their commitment to gender-responsive good governance and poverty alleviation.

Significant groundwork was undertaken by the program on further promoting gender equality in the Republic of Moldova. These include, but not limited to the strengthening of the National Bureau of Statistics in the areas of production and dissemination of gender statistics and development and use of gender monitoring indicators, mainstreaming gender priorities into the National Development Strategy (2008-2011), supporting the Government in reviewing the MDG3 Targets and Indicators, developing a platform for promoting Gender Responsive Budgeting, raising awareness and building capacity among the government officials, civil society organization and donors on gender equality and women's human rights. The program is run under the leadership of an International Program Manager/Chief Technical Advisor with the national team comprising of four program staff. Currently, the program is undertaking a re-profiling exercise based on the need to better serve the emerging needs in the areas of gender equality and women's human rights as well as on the need to align the program functions with the new Strategic Plan of UNIFEM for 2008-2011. During the year 2009 the program will continue implementation of those areas, which were launched in 2007 with the Government with the possibility to expand the program areas from 2010 under the next envisaged phase of the program.

Thus, the program is seeking to recruit prospective men and women to occupy newly revised positions within the program. The selected candidates will be required to start immediately from mid January 2009.

Tasks and Responsibilities:

Under the direct supervision of the Programme Manager, the Administrative Assistant will have responsibilities for providing support to daily office operations performing a variety of standard administrative processes ensuring high quality and accuracy of work. The Administrative Assistant promotes a client, quality and results-oriented approach

More specifically, the administrative assistant's tasks and responsibilities will include:

- q Contributing (administrative and logistical) to day-to-day programme implementation in conformity with expected results and programme work-plans;
- q Organizing missions and administrative support to subcontracted programme activities;
- q Compiling and submitting monthly mission and leave plans to the SRO;
- q Collecting, sorting and submitting press clippings to the SRO with the inputs of the Program staff;
- q Maintaining filing system ensuring safekeeping of program documents, including program mailing correspondence, thus contributing to the implementation of the knowledge management policy of UNIFEM;
- q Maintaining project equipment and servicing as well as its records;
- q Maintaining records on assets management, preparation of reports;
- q Managing office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- q Arranging travel and hotel reservations, preparation of travel authorizations, processing requests for visas, identity cards and other documents;
- q Supporting conferences, workshops, retreats, meetings;

- q Providing efficient general receptionist and information services;
- q Drafting and translation of correspondence, when needed;
- q Complying administrative and operations activities with UN/UNIFEM rules, regulations, policies and strategies;
- q Providing other support as required by the programme management;

Qualifications and skills:

Qualifications

Competencies	<p>(1) Professionalism: Programme/project administration; basic understanding of human rights and gender issues; ability to produce activity reports.</p> <p>(2) Teamwork: Good interpersonal skills; ability to work in a multicultural environment and to maintain effective working relations.</p> <p>(3) Communication: Drafting skills and ability to prepare concise activity reports; proven ability to communicate with various partners; initiative and creative abilities; record of working harmoniously in teams; good judgment skills to achieve stated objectives.</p>
Education	College degree in the relevant field is required; certification in administration desirable; university degree is an asset;
Work Experience	At least 2 years of professional experience in program/project administration field; experience in international or donor organizations will be an asset; knowledge of and dedication to the UN principles required; experience of working with civil society organizations is an asset;
Language	Fluency in written and spoken state language; good working knowledge of English and Russian.
Personal qualities	Ability for self-learning and self-upgrade of knowledge and skills; Initiative and sound judgment, dedication to the UN principles.
Other skills	Knowledge and skills of relevant computer applications of MS Office applications (Word, Excel, Power Point), knowledge of Internet communications and command is required; minimum typing speed of 30 w/pm (shorthand typing is an advantage)

Pls provide the following documents:

- 1. Cover Letter,***
- 2. Curriculum Vitae,***
- 3. List of your last three employers with concrete contact details such as full name, email, telephone/fax/address.***