TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Tanzanian nationals ONLY.

Vacancy No: ITC/ICA/56/2021

<table>
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<tr>
<th>Assignment Title</th>
<th>Programme Assistant</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA-6</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes/Office for Africa (DCP/OA)</td>
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<td>Duty station</td>
<td>Tabora, Tanzania</td>
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<tr>
<td>Duration</td>
<td>1 year with possibility of extension</td>
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<td>Application period</td>
<td>19 November – 19 December 2021</td>
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BACKGROUND

The International Trade Centre (ITC) has a unique mandate in the United Nations system to promote increased competitiveness of Small and medium-sized enterprises (SMEs) in developing, transition and least developed countries and assisting them to better use trade as a platform for growth, development and employment creation. The ITC supports these countries to improve their business environment, including through the implementation of the World Trade Organization Trade Facilitation Agreement.

ITC is has recently signed a Cooperation Agreement with ENABEL (The Belgian Cooperation Agency) for the implementation of Output 3: Market access and trade of bee products strengthened of the Developing the Beekeeping Value Chain project in Tanzania funded by the European Union under the 11th European Development Fund.

The project will improve the beekeeping value chain through enhanced quality production, value addition of bee products and enhanced trade and access to local, regional and international markets.

The project will develop the links between production and marketing, while focusing on groups living in vulnerable situations (including women and youth in rural regions, providing them with employment opportunities to participate in the value chain). The project will support an enabling working environment for private sector participation in trade and enhanced business. The project will support quality assurance, standards and certification of bee products, facilitating the regulatory procedures related to trade and hence increases product penetration into regional and international markets. By targeting activities to strengthen women’s role, the project will contribute to women inclusion, through integration of gender sensitive criteria in the certification process.

FUNCTIONS

Under the overall guidance of the Chief, Office for Africa and the direct supervision of the Associate Programme Officer and in close coordination with the local partners, the Programme Assistant will be responsible for the following duties:

- Provides assistance in support of planning and implementation activities/processes for, typically, a large and highly complex component of the departmental programme/project initiatives.
- Researches, compiles, analyses, summarizes, and presents basic information/data on specific programmes/project and related topics.
- Assists in the coordination of programme/project planning and preparation; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval.
- Assists in the preparation and analysis of programme/project budget proposals; provides assistance in the interpretation of budget guidelines; reviews and coordinates submissions of programme proposals and budget estimates, ensuring that requisite information is included and justified in terms of proposed activities; propose adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized.
- Assists in the monitoring and evaluation of programmes/projects; categorizes, updates, tracks and analyses data related to programmes/projects, e.g. accounting records, outputs, resources utilized, deviations/revisions, etc.; carries out periodic status reviews, identifies issues and initiates requisite follow-up actions; prepares revised budget estimates; reports on budget revisions, expenditures and obligations, verifies availability of funds; ensures necessary approval and entry in computerized budget system; initiates financial authorizations for expenditures.
- Collaborates with programme/project managers on performance reporting; liaises with relevant parties on the interpretation of the activities/services scheduled in the PB and various planning instruments such as the medium-term plan and internal work plans; provides assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data submitted.
- Drafts programme/project summaries, coordinates review and clearance process, and coordinates with editor, translation services, etc. on finalization and publication of report multiple languages.
- Serves as focal point for coordination, monitoring and expedition of programme/project implementation activities, involving extensive liaison with a diverse organisational units to initiate requests, prepare standard terms of reference against programme/project objectives, obtain necessary clearances, process and follow-up on administrative actions and resolve issues related to project implementation, e.g. recruitment and appointment of personnel, travel arrangements, organisation of and participation in training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.
- Prepares, maintains and updates files (electronic and paper) and internal databases; designs and generates a variety of periodic and ad hoc reports, statistical tables, graphic content, and other background materials/notes to facilitate inspection and other reviews.
- Drafts correspondence and communications related to all aspects of programme/project administration, including work plan and budgets, revisions and other related issues, as well as prepares unit contributions for a variety of periodic reports.
- Ensure daily contacts and communication with other colleagues and consultants based in the country and maintain liaison with other agencies involved in the programme, including the donor.
- Provides guidance and training to new/junior staff.
- Performs other duties as assigned.

### RECRUITMENT QUALIFICATIONS

| Minimum education and qualifications (level and field of study) | High school diploma or equivalent. Qualifications in agriculture would be an asset. |
| Minimum experience (nature, length and field of experience) | A minimum of seven (7) years of relevant experience in programme or project administration, technical cooperation or related area. Experience with value chain and agriculture development projects, preferably in the honey sector. Previous work experience in Tanzania. Previous work experience working with other East African countries is desirable. |
| Minimum language requirement | Advanced knowledge of English and Swahili. Knowledge of another UN official language is an advantage. |
**Critical job-specific competencies**

**Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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**ADDITIONAL INFORMATION**

For information on how to apply please click [here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.