TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Tajikistan nationals ONLY.

Vacancy No: ITC/ICA/49/2022

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS - LICA 6</td>
</tr>
<tr>
<td>Requesting Division / Section</td>
<td>Division of Country Programmes / Office for Eastern Europe and Central Asia</td>
</tr>
<tr>
<td>Duty station</td>
<td>Dushanbe, Tajikistan (home-based)</td>
</tr>
<tr>
<td>Duration</td>
<td>01 March – 31 December 2023, with possibility of extension</td>
</tr>
<tr>
<td>Application period</td>
<td>02 December – 18 December 2022</td>
</tr>
</tbody>
</table>

BACKGROUND

The International Trade Centre (ITC) is the joint development agency of the World Trade Organization and the United Nations, which enables small businesses to improve exports in developing and transition countries by providing, with partners, sustainable and inclusive trade development solutions to the private sector, trade support institutions and policymakers. Office for Eastern Europe and Central Asia (OEECA) is responsible for developing, monitoring, coordinating and implementing ITC’s activities and projects in Eastern Europe and Central Asia.

ITC is implementing a 4-year technical assistance project Ready4Trade - Central Asia in Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, and Uzbekistan. The project aims to promote international trade in Central Asia by enhancing the transparency of cross-border requirements, removing regulatory and procedural barriers, strengthening business capability to comply with trade formalities and standards, as well as by improving cross-border e-commerce. The project is funded by the European Union.

The project is structured according to four results/outcomes:
1. Reduced key regulatory and procedural obstacles to international trade in CA countries;
2. Improved compliance of SMEs with cross-border requirements;
3. Improved business environment in the CA countries for conducting cross-border E-commerce, with a focus on women-led companies;
4. Improved business environment for women-led enterprises to participate in international trade.

FUNCTIONS/DUTIES

Under the direct supervision of the National Project Coordinator in Tajikistan, and the overall guidance of the Project Officer, as well as the Chief, Office for Eastern Europe and Central Asia, ITC, Geneva, the Administrative Assistant will be responsible for the following duties:

Human Resources Management
- Initiates, reviews, processes and follows-up on actions related to the administration of the unit’s human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.
- Responds to enquiries and provides information and advice to national staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, liaising with relevant administrative services in ITC HQ or UNDP, as necessary.
Budget and Finance

- Assists in the preparation and review of financial and human resource proposals/requirements.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary; maintains the internal expenditures control system.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures.
- Prepares or customizes financial reports.
- Co-ordinates with National Project Coordinator, Project Officer, finance and budget staff at HQ on related issues during preparation of budget reports.

General Administration

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel, including arrangement of travel and hotel reservations, preparation of travel authorizations.
- Prepares requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services.
- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters, in accordance with ITC and UNDP rules and procedures.
- Coordinates extensively with service units and liaises frequently with ITC project management unit and UNDP on project related initiatives.
- Performs other related administrative duties, as required (e.g. monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).
- May be responsible for guiding, training, and supervising the work of more junior General Service staff.

Contract Administration

- Assists with day-to-day administration of contracts with external contractors for outsourced services.
- Audits the contractors’ invoices against the goods and services provided by the contractor and approved by ITC project management.
- Assists with processing the payment of contractors’ invoices and monitors payments.

Performs any other related duties as required.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS (OUTPUTS)**

**Outputs and Delivery Timelines:**
Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility.

---

**RECRUITMENT QUALIFICATIONS**

**Minimum education and qualifications (level and field of study)**
High school diploma or equivalent.

**Desirable education and further qualifications**
Specialized trainings in finance/accounting are desirable.

**Minimum experience (nature, length and field of experience)**
A minimum of seven (7) years of professional experience in administrative services, finance, accounting, audit, human resources or related area.

**Desirable experience**
Experience of working in international/donor organizations or national development agencies would be an asset.

**Minimum language requirement**
Advanced knowledge of English, Russian and Tajik is required.
**Critical job-specific competencies**

**ITC’S VALUES** are: Integrity, Professionalism, Respect for Diversity

**Professionalism:** Proficiency in Microsoft office, database packages and spreadsheets Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**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.

**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.