TERMS OF REFERENCE – LOCAL INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Albanian nationals ONLY.

ITC/ICA/24/2023

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Project Assistant</th>
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<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 5</td>
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<tr>
<td>Requesting Division/Section</td>
<td>Division of Country Programmes/Office for Eastern Europe and Central Asia (DCP/OEECA)</td>
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<tr>
<td>Duty station</td>
<td>Tirana, Albania</td>
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<tr>
<td>Duration</td>
<td>ASAP, until 31 December 2023, with possibility of extension</td>
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<td>Application period</td>
<td>26 June – 16 July 2023</td>
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BACKGROUND

The International Trade Centre (ITC) is the joint technical cooperation agency of the World Trade Organization and the United Nations. ITC is implementing a 4-year programme - Trade promotion East: Balkan States and Central Asia in Albania, Serbia, Tajikistan, and Uzbekistan funded by the Government of Switzerland.

The programme will focus on the competitiveness and sustainable export growth of small and medium-sized enterprises (SMEs) and improving the capacities of business support organizations (BSOs) to provide quality services to SMEs. Furthermore, the programme will foster regional exchange and knowledge sharing facilitated among SMEs and BSOs from partner countries.

The envisaged long-term impact is to contribute to increase inclusive export growth in the targeted value chains with improved livelihoods and decent employment.

Outcome 1: Improved competitiveness and sustainability of SMEs in the agribusiness sector
Outcome 2: Improved BSOs performance in the agribusiness sector
Outcome 3: Enhanced regional/sectoral exchange and collaboration between sector actors

FUNCTIONS

Under the direct supervision of the National Project Manager in Albania and the overall guidance of the Programme Coordinator and the Chief Office for Eastern Europe and Central Asia, ITC, Geneva, the National Project Assistant will be responsible for the following duties:

Human Resources Management
- Provides advice and guidance to staff and consultants concerning administrative procedures, processes and practices, liaising with relevant administrative services in ITC HQ or UNDP, as necessary.

Budget and Finance
- Monitors the status of expenditures and allotments and records variations.
- Consolidates data received and provides support to higher-level staff concerning budget reviews.
- Reviews the status of relevant expenditures and compares them with the approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Prepares statistical tables and reports on financial status, procedures, costs and expenditures.
General Administration

- Prepares, processes and follows up on administrative arrangements and forms related to the official travel, including the arrangement of travel and hotel reservations and preparation of travel authorisations.
- Prepares requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procuring goods and services.
- Provides administrative support for organising conferences, workshops, retreats, study tours, fairs etc.
- Prepares and handles routine correspondence related to general administration, procurement, financial and personnel matters, memoranda and reports in accordance with ITC and UNDP rules and procedures.
- Maintains files of rules, regulations, administrative instructions, and other files related to personnel, finance, procurement, administrative, logistical, and project matters.
- Coordinates extensively with service units and frequently liaises with the 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; translations, etc.
- Drafts minutes and press releases; edit content for annual reports.

Contract Administration

- Assists with the day-to-day administration of contracts with external contractors for outsourced services.
- Assists with processing the payment of contractors’ invoices and monitors payments.
- Performs any other related duties as required.

KEY DELIVERABLES AND MONITORING / PROGRESS CONTROLS

Outputs and Delivery Timelines
Contributes to the effectiveness and efficiency of the department/unit by providing administrative support and specialised assistance to more senior staff in the assigned areas of responsibility, ensuring the smooth execution of projects by meticulously coordinating various tasks and activities, providing clear communication and actively facilitating information exchange among team members, stakeholders, and senior staff through administrative support, specialised assistance, and commitment to efficiency, actively contributes to the achievement of project objectives and the overall effectiveness of the team.

RECRUITMENT QUALIFICATIONS

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

Desirable education and further qualifications
Specialised training in supporting SMEs, business development, funding sources for business, and project management are desirable.

Minimum experience (nature, length and field of experience)
Minimum of 5 years of experience in administrative services, finance, project management, project coordination, financial schemes management, human resources, or related area.

Desirable experience
Experience working in international/donor organisations/projects or national development agencies with a focus on SMEs and business development.

Minimum language requirement
Advanced knowledge of English. Knowledge of Albanian would be an asset.

Mandatory skills and knowledge
Proficiency in Microsoft Office applications, database packages and spreadsheets.
Critical job-specific competencies

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

- **Professionalism**: 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.

- **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.

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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.