TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing nationals of Timor Leste ONLY.

ITC/ICA/12/2023*

<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 Market Development/ Trade Facilitation and Policy for Business Office for (DMD/ TFPB)</td>
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<td>Duty station</td>
<td>Dili, Timor Leste</td>
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<td>Duration</td>
<td>Six (6) months initially, with possibility of extension, subject to performance and availability of funds. Project is envisaged to run for three (3) years.</td>
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<td>Application period</td>
<td>28 July to 11 August 2023 (reopened)</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 support these countries to improve their business environment, including through leveraging international trade and investment related agreements such as the World Trade Organization (WTO) Agreements, regional economic integration processes such as the ASEAN-Economic Community, and/or other Free Trade Agreements.

ITC plans to start a project to facilitate the process of Timor Leste's accession to the World Trade Organisation (WTO), the Association of Southeast Asian Nations (ASEAN), the European Union (EU)-Pacific Economic Partnership Agreement (EPA) negotiations and implementation through a project funded by the European Union.

The project aims to support Timor Leste in increasing its economic integration within the Southeast Asian region and to the multilateral trading system.

The project is structured according to the following outputs:

1. Improved coordination and consultation mechanisms for preparation of the accession to the ASEAN/AEC, the WTO and the EPA among government agencies, the Parliament, the civil society and the private sector
2. Enhanced capacity of Timorese government agencies, regulators and the Parliament in the negotiations and implementation of ASEAN; WTO and EPA agreements.
3. Increased public awareness of the opportunities and challenges arising from the negotiations, accession and implementation of ASEAN/AEC, WTO and EPA, focusing on special assistance to the private sector, MSMEs and women-led businesses.

The Project is expected to start its operations in July 2023.

FUNCTIONS

Under the direct supervision of the National Trade Policy Project Coordinator and the general guidance of the Project Manager at ITC Headquarters in Geneva, the National Project Assistant will be responsible for the following duties:
• Assists in the coordination of project planning and preparation work for project initiatives; monitors status of project proposals and receipt of relevant documentation for review and approval.

• Compiles, summarizes, and presents basic information/data on specific project and related topics or issues.

• Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.

• Reviews budget revisions; verifies availability of funds; ensures necessary approval and entry in computerized budget system.

• Serves as focal point for administrative coordination of project implementation activities, involving extensive liaison with a diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. recruitment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

• Compiles, summarizes and enters data on project delivery; drafts related status reports, identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management.

• Drafts correspondence on budget-related issues and prepares and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.

• Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.

• Performs other duties as assigned.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

Outputs and Delivery Timelines:
Provides reliable administrative coordination of programme/project planning and preparation activities and general office support services. Processes work and requisite follow-up accomplished under some supervision, seeks advice from and/or reporting to supervisor as needed. Accurately prepares reports. Consistently applies appropriate policies, guidelines and procedures. Effectively and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

RECRUITMENT QUALIFICATIONS

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

Minimum experience (nature, length and field of experience)
A minimum of five (5) years of relevant experience in programme or project administration, technical cooperation or related area.

Desirable experience
Experience of working in/with UN/international /donor organizations.

Minimum language requirement
Advanced knowledge of English. Knowledge of Portuguese and Tetum is desirable.

Critical job-specific competencies

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

Professionalism: Proficiency in Microsoft Office, database packages and spreadsheets. 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 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.

**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.