TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing nationals of Rwanda.

Vacancy No: ITC/ICA/30/2023

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Team Assistant – MARKUP II</th>
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<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 4</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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<tr>
<td>Duty station*</td>
<td>Kigali, Rwanda</td>
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<tr>
<td>Duration</td>
<td>Until 31 December 2023, with possibility of extension</td>
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<td>Application period</td>
<td>02 August to 16 August 2023</td>
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BACKGROUND

The Market Access Upgrade Programme (MARKUP II) is funded by the European Union (EU) and runs from 2023-2027. With a view to contribute to economic development in the East African Community (EAC) through increased sustainable intra-African and EU-Africa trade, MARKUP II has been designed to improve livelihoods, employment, export competitiveness for MSMEs and economic growth in Africa through supporting the development and strengthening of key export-oriented priority value chains with high potential. The programme will cover activities in Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda through the provisions of partnerships with national, regional and international institutions.

The outputs expected from this job are:

• Supporting MARKUP II’s programme management and coordination at country level.

• Supporting the achievement of targets set for implementation through support to the National Project Coordinators in particular on local recruitments, official travels within the country and abroad, partnership agreements with national government and local stakeholders, local procurement, local staff administration and related administrative actions.
**FUNCTIONS**

Under the direct supervision of the National Project Coordinator (MARKUP II) based in each EAC partner state and the overall supervision of the Senior Programme Officer (MARKUP II) based in Geneva, Office for Africa, Division of Country Programmes (DCP) and in close collaboration with other project team members, the Team Assistant may be responsible for the following duties:

- Performs a wide range of office support and administrative functions.
- Responds or drafts responses to routine correspondence and other communications; uses standard word processing package to produce a wide variety of large, complex documents and reports.
- Assists in the verification of receipts and accuracy of requisite documents, approvals, signatures, etc. to ensure compliance with relevant legal, financial and other requirements.
- Researches, compiles and organizes information and reference materials from various sources for reports, work plans, studies, briefings, meetings/conferences, etc.
- Generates a variety of standard statistical and other reports, work orders, etc., using various databases.
- Proofreads documents and edits texts for accuracy, grammar, punctuation and style, and for adherence to established standards for format.
- Screens phone calls and visitors; responds to moderately complex information requests and inquiries (e.g. answers requests requiring file search, etc.), and as necessary, refers inquiries to appropriate personnel for handling.
- Provides secretarial, administrative and logistics support to meetings, boards, committees, conferences, etc.
- Assists in the preparation of presentation materials using appropriate technology/software.
- Maintains calendar/schedules; monitors changes and communicates relevant information to appropriate staff inside and outside the immediate work unit.
- Reviews, records, distributes and/or processes mail and other documents; follows-up on impending actions.
- Updates and maintains large distribution lists; monitors, prepares and distributes various materials, reports, where possible using electronic formats; handles arrangement for printing and translation as necessary; coordinates shipment arrangements, courier services, etc.
- Performs general administrative tasks (e.g. leave and attendance recording, arrangements for meetings and other events, reservations, budget follow-up, etc.), to include preparing and/or processing administrative requests/documents (e.g. requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
- Maintains files (both paper and electronic) and databases for work unit.
- Assists in providing software and office equipment support.
- Performs other duties as assigned.

**KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS**

Effectively delivers of a wide range of administrative and office support functions under moderate supervision. Regularly assists in drafting routine correspondence and other communications. Accurately and in a timely manner, produces a range of documents, reports and other outputs. Appropriately applies relevant policies, guidelines, procedures and processes. Establishes effective working relationships with internal and external contacts at all levels.
## RECRUITMENT QUALIFICATIONS

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

**Minimum experience (nature, length and field of experience)**
Minimum of three (3) years of experience in programme or project administration, technical cooperation or related area. The minimum years of relevant experience can be reduced to one (1) for candidates who possess a first-level university degree or higher.

**Desirable experience**
Experience with working with Eastern and Southern African region is desirable.
Previous experience in the UN common system desirable.

**Minimum language requirement**
Advanced knowledge of English is required. Knowledge of Swahili and/or Kinyarwanda is required.

### Critical job-specific competencies

**Professionalism:** Knowledge of MS Office. Knowledge of general office and administrative support including administrative policies, processes and procedures. 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.

**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.

**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.