TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing nationals of Tanzania.

Vacancy No: ITC/ICA/34/2023

<table>
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<tr>
<th>Assignment Title</th>
<th>Programme Assistant – MARKUP II</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 Africa (DCP/ OA)</td>
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<tr>
<td>Duty station</td>
<td>Arusha, Tanzania</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 regional level.
- Supporting the achievement of targets set for implementation through support to the programme regional managers in particular on local recruitments, official travels within EAC and abroad, partnership agreements with EACS and other stakeholders, local procurement, local staff administration and related administrative actions.
FUNCTIONS

Under the direct supervision of the Programme Coordinator (MARKUP II) based in Arusha 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 Programme Assistant may be responsible for the following duties:

• Assists in the coordination of programme/project planning and preparation work for, typically, a medium-size and complex component of the departmental programme/project initiatives; monitors status of project logistics to facilitate technical implementation.

• Compiles, summarizes, and presents basic information/data on specific programmes/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.

• Serves as focal point for administrative coordination of programme/project implementation activities within PCU / EAC Secretariat for MARKUP II at regional level and in close cooperation with national staff working in all EAC Secretariat and Partner States. This involves extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances, for the recruitment and appointment of local personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

• Provides general support in the organization of events, office coordination and office management e.g. supporting the preparation of visitor programmes, drawing up travel schedules, organizing transport for visitors, monthly update of inventory, support in the creation and maintenance of a filing system, documenting regular national, regional and technical steering committee meetings.

• 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.

• Provides guidance/training to new/junior staff.

• Performs other duties as assigned.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

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)
Minimum of five (5) years of experience in programme or project administration, technical cooperation or related area. The minimum years of relevant experience can be reduced to three (3) 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 required.
Knowledge of French is an advantage.

Critical job-specific competencies
Professionalism: Knowledge of MS Office. 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. 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.

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.