



TERMS OF REFERENCE – LOCAL INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Armenian nationals ONLY.

Vacancy No: ITC/ICA/08/2024

Assignment Title	National Project Assistant
Category/Grade	UNOPS – LICA 5
Requesting Division/Section	Division of Country Programmes/Office for Eastern Europe and Central Asia (DCP/OEECA)
Duty station	Yerevan, Armenia
Duration	one year with possibility of extension
Application period	25 April - 8 May 2024

BACKGROUND

The International Trade Centre (ITC) is the joint technical cooperation agency of the World Trade Organization and the United Nations. TC is undertaking a 3-year project in Armenia, titled "Building Sustainable Apparel and Agribusiness Value Chains," funded by the Delegation of the European Union of Armenia.

The primary focus of this project is to enhance the competitiveness and sustainable export growth of Small and Medium-Sized Enterprises (SMEs) within the agribusiness and apparel sectors. Additionally, the project aims to strengthen the capacities of Business Support Organizations (BSOs) to provide high-quality services to SMEs. The overarching objectives of the project align with improving international competitiveness, social and environmental sustainability, market expansion, and service delivery in these sectors.

The project is organized around the following four outputs:

Output 1: Capacities of SMEs strengthened to improve international competitiveness and increase value-added production

Output 2: Capacities of SMEs enhanced to improve social and environmental sustainability

Output 3: Business opportunities identified, and market linkages created for SMEs to expand sales in international markets

Output 4: Capacities of BSOs enhanced to deliver effective services to SMEs from agribusiness and apparel sectors

The project seeks a qualified Project Assistant to support effective execution of the Project.

FUNCTIONS

Under the overall supervision of the OEECA Programme Coordinator (PC) at ITC Headquarters in Geneva and direct guidance of National Project Manager in Armenia the Project Assistant in Armenia will be responsible for performing the following duties:

Business Development:

- Assists in coordinating project initiatives/activities, such as: collecting information on SMEs in selected sectors; selecting the target group of beneficiaries for various project actions; collection

and analysis of data on product types, production volumes, sales, export volumes, and target export markets.

- Provide administrative support in organizing events on key issues critical for trade success in global markets, including market requirements, quality, packaging, supply chain management, etc.;
- Gathers requests from SMEs regarding their export needs and other support requirements such as training needs.
- Provides general assistance to prepare SMEs for participation in trade fairs.

General Administration

- Prepare, process 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.
- Prepare requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procuring goods and services.
- Provide administrative support for organising conferences, workshops, study tours, fairs etc.
- Prepare 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.
- Maintain files of rules, regulations, administrative instructions, and other files related to personnel, finance, procurement, administrative, logistical, and project matters;
- Coordinate extensively with service units and frequently liaises with the ITC project management unit and UNDP on project-related initiatives;
- Perform 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.
- Draft minutes and press releases

Budget and Finance

- Monitor the status of expenditures and allotments and records variations;
- Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds;
- Prepare statistical tables and reports on financial status, procedures, costs and expenditures.

Contract Administration

- Assist with the day-to-day administration of contracts with external contractors for outsourced Services;
- Assist with processing the payment of contractors' invoices and monitors payments;

Perform administrative duties as required.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS

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)

Minimum of 5 years of experience in administrative services, finance, accounting, audit, human resources 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 working with international/donor organisations/projects or national development agencies with a focus on SMEs and business development would be an asset.

Minimum language requirement

Advanced knowledge of English, Armenian and Russian.

Mandatory skills and knowledge

Proficiency in Microsoft office, 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.

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.