TERMS OF REFERENCE – LOCAL INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Indonesian nationals ONLY.

Vacancy No: ITC/ICA/19/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>Regional Programme Assistant</th>
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<tbody>
<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 Asia and the Pacific (DCP/OAP)</td>
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<tr>
<td>Duty station</td>
<td>Jakarta, Indonesia</td>
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<tr>
<td>Duration</td>
<td>one year with possibility of extension</td>
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<td>Application period</td>
<td>From 1 July 2024 to 21 July 2024</td>
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BACKGROUND

The International Trade Centre (ITC) is the joint agency of the World Trade Organization (WTO) and the United Nations (UN). It is the only multilateral agency fully dedicated to supporting the internationalization of SMEs. ITC’s mission is to foster inclusive and sustainable growth and development through trade and international business development. ITC projects and programmes contribute to the global efforts to achieve UN Global Goals for Sustainable Development and the Aid for Trade agenda. ITC Headquarters is located in Geneva, Switzerland. (website: www.intracen.org)

ITC is currently seeking for a Regional Programme Assistant for the new ‘EU-ASEAN Sustainable Connectivity Package – Trade’ (SCOPE Trade) project implemented by ITC and funded by the European Union (EU).

The overall objective (impact) of the 5-year project is to improve sustainable connectivity between the EU and ASEAN, and within ASEAN with a focus on trade, economic connectivity and sustainable value chains.

The specific objective (outcome) of the project is to improve regulatory frameworks, dialogue and institutional capacities in key areas of trade and economic connectivity with a focus on resilient, socially, economically and environmentally sustainable value chains and on better conditions for trade and investment flows.

The three outputs of the project are:

Output 1: Improved policies and regulatory environment for fair and sustainable market, trade and investment in ASEAN;

Output 2: Improved capacities of ASEAN for digital connectivity;

Output 3: Increased knowledge and capacities for ensuring environmental, economic and social value chain sustainability among ASEAN/ASEAN Member States institutions and the private sector.

The Office for Asia and the Pacific (OAP) of ITC is responsible for the overall management of the project.

The ASEAN Secretariat (ASEC) is the main project counterpart. The project will also work with several ASEAN Working Groups and Sub-Committees.

The position is located within the project office set-up within the premises of the ASEAN Secretariat in Jakarta, Indonesia.
**FUNCTIONS**

Under the overall guidance of the Project Manager/Coordinator of OAP, based in Geneva, Switzerland, and the direct supervision of the Regional Team Leader, the Regional Programme Assistant will be responsible for performing the following duties:

- Assists in the coordination of project planning and preparation work for, typically, a medium-size and complex component of the 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 diverse organizational units to initiate requests, obtain necessary clearances, process and follow-up on administrative actions, e.g. 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**

<table>
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<th>Outputs and Delivery Timelines</th>
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<td>Provides reliable administrative coordination of 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.</td>
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**RECRUITMENT QUALIFICATIONS**

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<th>Minimum education and qualifications (level and field of study)</th>
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<td>High school diploma or equivalent.</td>
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**Desirable education and further qualifications**

| Specialized trainings in project administration, event organization or budget management are desirable. |
Minimum experience (nature, length and field of experience)
Minimum of 5 years of experience in development programme or project administration, technical cooperation or related area. Experience working with the ASEAN region.
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 UN, EU and/or other development agencies is desirable.

Minimum language requirement
Advanced knowledge of English. Knowledge of language(s) spoken in ASEAN Member States is desirable.

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: 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.

- 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.

- Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.