

TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Uzbekistan nationals ONLY.

Vacancy No: ITC/ICA/37/2024

Assignment Title	Administrative Assistant
Category/Grade	UNOPS - LICA-5
Requesting Division / Section	Division of Market Development/ Strategies and Policy for Trade and Investment (DMD/SPTI)
Duty station	Tashkent, Uzbekistan
Duration	Until 31 December 2025
Application period	18 December 2024 - 19 January 2025

BACKGROUND

The International Trade Centre (ITC) is the joint technical cooperation agency of the World Trade Organization (WTO) and the United Nations. In 2020, ITC started to implement a project to facilitate the process of Uzbekistan's accession to the WTO. The project aims to support Uzbekistan's development plans to modernize its economy through leveraging the process of WTO accession. The overall objective of the project is to contribute to the economic development of Uzbekistan by assisting the country to create a trade environment that is in conformity with international standards, including predictable and enforceable laws and regulations.

The project is structured according to the following outcomes:

1. Informed drafting of the documentation/negotiating positions required for the accession process (based on demand).
2. Enhanced capacity for the development of specific sectoral laws and regulations to align Uzbekistan's national trade policy with the requirements for WTO Membership.
3. Increased policy makers' understanding of the WTO accession process and legal framework.
4. National institutional capacity strengthened for SPS/TBT & Trade Facilitation Compliance in line with WTO obligations.
5. Enhanced awareness of stakeholders, including women's associations, about WTO accession.

For more information, please visit the following websites:

- www.uzbwto.uz
- www.intracen.org/UZBWTO/



FUNCTIONS/DUTIES

Under the overall guidance of the Programme Coordinator at ITC Headquarters in Geneva and the direct supervision of the National Project Coordinator – WTO Accession in Tashkent, and in cooperation with responsible ITC technical officers, the Administrative Assistant will be responsible for the following duties:

Human Resources Management

- Provides advice and guidance to staff and consultants with respect to administrative procedures, processes and practices, liaising with relevant administrative services in ITC HQ or UNDP, as necessary.

Budget and Finance

- Monitors status of expenditures and allotments, records variations, updates budget tables; maintains the internal expenditures control system.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Prepares statistical tables and reports on financial status, procedures, costs and expenditures.

General Administration

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel, including arrangement of travel and hotel reservations, preparation of travel authorizations.
- Prepares requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services.
- Provides administrative support for the organization of conferences, workshops, retreats, study tours, etc.
- Prepares 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.
- Maintains files of rules, regulations, administrative instructions and other files related to personnel, finance, procurement, administrative, logistical, project matters.
- Coordinates extensively with service units and liaises frequently with ITC project management unit and UNDP on project related initiatives.
- Performs 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.

Contract Administration

- Assists with day-to-day administration of contracts with external contractors for outsourced services.
- Audits the contractors' invoices against the goods and services provided by the contractor and approved by ITC project management.
- Assists with processing the payment of contractors' invoices and monitors payments.
- Performs any other related duties as required

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS (OUTPUTS)

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)

A minimum of five (5) years of professional 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 of working in international/donor organizations or national development agencies would be an asset.

Minimum language requirement

Advanced knowledge of English and Uzbek is required.

Critical job-specific competencies

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

- **Professionalism:** Proficiency in Microsoft office, database packages and spreadsheets. 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.