|  |
| --- |
| **I.Position Information** |
| Job Code Title: Project Administrative Assistant in LankaranProject title: Promoting Competitiveness, Collaboration and Modernization in Fruit and Vegetable Sector in Lankaran Economic Region Position Number: Department: 53805Reports to: Project OfficerReports: N/A | Grade level: SB2/3Duty Station: LankaranFamily Duty Station as of Date of Issuance: YesDuration and Type of Assignment: 12 months’ service contract |

|  |
| --- |
| II. Organizational Context |
| Theoverall objective of the project is the development of modern and competitive Fruit and Vegetables Value Chains in the Lankaran Economic Region. This will result, in the long term, in: (i) a more effective access to domestic and foreign markets; (ii) a fairer distribution of the financial benefits generated all along the target VCs; and (iii) an ensuing decrease of the current rural poverty levels. In order to achieve such results, the project pursues to strengthen the capacities of the F&V-VCs operators by providing them with modern (production/processing/logistic/marketing) means and services. The project intends to exploit the undisputed potentials that the LER region holds in the production of high-value horticultural products by:Strengthening farmers’ organization and producers’ production potentials; Enhancing linkages between F&V-VCs actors (acting both up and downstream the value-chain); Increasing overall competitiveness, and resulting added-value, of the LER-based F&V industry (also thanks to ad-hoc investments and the provision of technical assistance and specific know-how); Ensuring adequate access to supporting services (technical supply, productive capacities, etc.,) and to local and external markets; andAssuring a fairer distribution of the benefits generated all along the value-chain (especially in the case of micro-small farmers and MSMEs).In pursuing the above, the project will primarily support small-medium scale farmers (them being the majority, and the most in need, in rural areas of LER) and MSMEs (including food operators). Production of safe, high quality and marketable fresh and processed food supplies, aligned with domestic and, when possible, external markets’ demands, will be the main underlying goal of this project.The project is structured around the following outcomes:**Outcome 1**: Awareness of LER-based F&V operators on the benefits of collaborative undertakings is increased.**Outcome 2**: Capacity of selected F&V collaborative undertakings to apply key technology is enhanced.**Outcome 3:** Innovation is introduced into the F&V sector.As target groups’ members, it is estimated that a total amount of 1,000 beneficiaries, mainly producers, for a target cultivated area of over 2,000 ha will be directly involved into the action, thus taking advantage directly from it during project’s implementation. Overall, it is expected that in the long-run no less than 5,000 people as final beneficiaries, including rural family members, workers and other actors active within target VCs, will take advantage from the results that the project will, at all levels, produce.  |

|  |
| --- |
| III. Duties and Responsibilities |
| Under the guidance and direct supervision of UNDP Project Officer, the Project Administrative Assistant will perform the following key functions:* Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
* Maintain project filing system;
* Maintain project correspondence and communication;
* Collect, register and maintain all information on project activities;
* Advise on applicable administrative procedures and ensures their proper implementation;
* Contribute to the preparation and implementation of progress reports;
* Coordinate all preparatory activity for trainings/seminars/workshops to be held under the project;
* Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities and write minutes from the meetings;
* Assist Project Experts in traning materials development;
* Assist Project Experts in collecting and analyzing data;
* Assist in research and presentations preparation;
* Accompany project experts to project fields;
* Translation of reports and other project related documents;
* Provide support to international and local consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc.);
* Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with accepted policies and procedures;
* Assist in organization of meetings, training and workshops;
* Write minutes of Project Steering Committees and other project related meetings;
* Write field trip reports;
* Create Travel Request and Travel Claim (F10);
* Provide support in translation of project related documentation;
* Record the Project staff's AL and Sick leave;
* Prepare assets/inventory reports;
* Prepare vendor forms and submit for approval;
* Prepare transfer of assets letters;
* Prepare act of acceptance;
* Prepare contract requests;
* Prepare payment orders;
* Provide general secretarial support to all project staff;
* Gathering and Archiving all related media publications;
* Order office supplies;
* Assist in management of training center;
* Submit and reconcile expense reports;
* Provide general support to consultants/guests;
* Assist in maintaining logistical (travel, accommodation, etc) arrangements for project consultants and staff;
* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies;
* Assist with recording and documenting the results of all activities;
* Assist in communicating, updating and collecting information on project-relevant topics;
* Organize and update all project documentation;
* Assist in drawing up reports and translations;
* Maintain polite and professional communication via phone and e-mail;
* Maintain contact lists;
* Performs other duties and tasks at the request of Project Officer and Project Manager.
 |
| **IV. COMPETENCIES** |
| ***CORE COMPETENCIES*** **Innovation**: Ability to make new and useful ideas work **Level 2**: Execute & Learn (Perform defined tasks) **Leadership:** Ability to persuade others to follow **Level 2**: Execute & Learn (Perform defined tasks)**People Management:** Ability to improve performance and satisfaction**Level 2**: Execute & Learn (Perform defined tasks) **Communication**: Ability to listen, adapt, persuade and transform**Level 2**: Execute & Learn (Perform defined tasks) **Delivery:** Ability to get things done **Level 2**: Execute & Learn (Perform defined tasks)***FUNCTIONAL COMPETENCIES***  **Knowledge Management and Learning** * Shares knowledge and experience;
* Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

**Sensitivity and adaptability** * Displays cultural, gender, race, nationality and age sensitivity and adaptability

**Self-Management*** Focus on result for the client and responds positively to feedback;
* Remain calm, in control and good humored even under pressure;
* Demonstrate openness to change and ability to manage complexities

**Working in teams*** Accepts team role, contributes to the work of the team actively and constructively
* Works collaboratively with team members, sharing information openly and displaying cultural awareness and sensitivity
* Proactively pursues solutions to team problems and asks for help when needed
* Works collaboratively with colleagues inside UN/UNDP as well as its partners and other stakeholders to pursue common goals
* Takes action to resolve sources of tension or obstacles that may prevent a team from achieving its goals
* Integrate the ideas of team members from other disciplines/perspectives into his/her thinking by leveraging the different experiences and expertise
* Takes initiative and seeks opportunities to initiate action

**Job Knowledge/Technical Expertise**  * Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
* Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
* Analyzes the requirements and synthesizes proposals
* Strives to keep job knowledge up-to-date through self-directed study and other means of learning
* Demonstrates good knowledge of information technology and applies it in work assignments
* Ability to strategically link communication with partnership goals and resource mobilization objectives

 **Client orientation** * Anticipates client needs;
* Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
* Demonstrates understanding of client’s perspective
 |

|  |
| --- |
| **V. Recruitment Qualifications** |
| Education: | * Bachelor’s degree in Business Administration, Finance, Economy or other social sciences;
 |
| Experience: | * At least 2 years of administrative experience at national or international level;
* Experience in event/training organization will be an asset;
* Experience in translation and interpretation will be an asset;
 |
| Language requirements: | * Fluency in oral and written English and Azerbaijani;
* Knowledge of Russian will be an asset;
 |
| Others: | * Strong computer skills, in particular mastery of all applications of the MS Office package and internet search.
 |

|  |
| --- |
| **VI. Signatures- Job Description Certification** |
| Incumbent *(if applicable)*Name: Signature Date |
| SupervisorName: Title: Signature Date |