**Terms of Reference (TOR)**

**for functions under a National Personnel Service Agreement**

**1. Position Information**

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| **Office/Unit/Project** | **UNDP Azerbaijan Country Office**  **“Economic Empowerment for Entrepreneurship and Employment (E4)” – GBV Component** |
| **Title** | **Project Assistant** |
| **Level** | **NPSA 5** |
| **Duty station (City and Country)** | **Baku, Azerbaijan** |
| **Type (Regular or Short term)** | **Regular** |
| **Office- or Home-based** | **Office-based** |
| **Expected Duration** | **12 months (with the possibility of extension)** |
| **Position Number** | **200167** |
| **How to apply** | **Please submit your online application at** [**UNDP Career Website**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Festm.fa.em2.oraclecloud.com%2FhcmUI%2FCandidateExperience%2Fen%2Fjob%2F10932&data=05%7C01%7Caysel.ganbarli%40undp.org%7C41d2319230ec4be55cfe08db5cf619c4%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C638205984293904761%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dn474Xppr9t1bPSd6FXlGJxZjn%2BEsbPC8XEE%2FkQTKQc%3D&reserved=0) |
| **Deadline** | **07 June 2023, 23.59 pm, New York time** |

##### 2. Office/Unit/Project Description *(max 300 words)*

Since 2011, UNDP, jointly with the State Committee for Family, Women and Children Affairs, has been promoting economic and social participation of women from rural and peri-urban areas through establishment of a network of Women Resource Centres (WRCs) in Sabirabad, Neftchala, Masalli, Bilasuvar, Salyan, Gusar, Baku Khazar, Zagatala and Khachmaz regions. WRCs have provided access to information on women’s rights, built skills in starting up businesses, sensitized banks and private companies on gender issues, facilitated participation of rural women in community based activism through awareness raising, capacity development and network building.

In 2015, UNDP launched the “Economic Empowerment for Entrepreneurship and Employment” (E4) Activity, implemented in collaboration with the State Committee for Family, Women and Children Affairs and the Ministry of Labour and Social Protection of Population and with financial support from USAID. The overall goal of the E4 Activity is to support economic empowerment for entrepreneurship and employment among rural women and youth, as well as to support and strengthen the community-based mechanisms to address gender-based and domestic violence (GBV/DV). E4 Activity is organized around 3 components: women’s economic empowerment (Component 1-completed), youth employment (Component 2) and addressing GBV/DV issues (Component 3).

##### **3. Scope of Work** (5 to 7 items only)

1. Implementation of operational strategies
2. Support to effective and efficient functioning of the project
3. Support to administrative and logistical services
4. Support to effective implementation of the project
5. Other functions related to scope of work
6. **Implementation of operational strategies**

##### Collect, register, and maintain all information on project activities;

##### Contribute to the preparation and implementation of project progress reports, quarterly and annual reporting to donors (narrative and financial);

##### Monitor project budgets and financial expenditures;

##### Maintain project correspondence and communication;

1. **Support the effective and efficient functioning of the project**

##### Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;

##### Follow-up on timely disbursements by UNDP CO;

##### Support the preparations of project work plans and operational and financial planning processes;

##### Assist in procurement and hiring of the project consultants

##### Assist in the preparation of payments requests for operational expenses, salaries, insurance, etc., against project budgets and work plans;

1. **Support to administrative and logistical services**

##### Assist in the logistical organisation of meetings, training, and workshops;

##### Prepare agendas and arrange field visits, appointments, and meetings, both internal and external, related to the project activities and write minutes from the meetings;

##### Maintain project filing system;

##### Maintain records over project equipment inventory;

1. **Support to effective implementation of the project**

##### 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.);

##### Tracks the progress of projects using appropriate project management tools and techniques.

##### Quarterly update on the project’s financial targets and indicators

1. **Other functions related to the scope of work**

##### Receive, screen, and distribute correspondence and attach necessary background information;

##### Prepare routine correspondence and memoranda for Project Manager’s signature;

##### Perform other duties as required.

**4. Institutional Arrangement**

UNDP E4 Project Manager is the direct supervisor of the Project Assistant.

**5. Competencies**

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| ***Core*** | |
| **Achieve Results:** | LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline |
| **Think Innovatively:** | LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements |
| **Learn Continuously:** | LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback |
| **Adapt with Agility:** | LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible |
| **Act with Determination:** | LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident |
| **Engage and Partner:** | LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships |
| **Enable Diversity and Inclusion:** | LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination |
| ***Cross-Functional & Technical competencies (insert up to 7 competencies)***   |  |  |  | | --- | --- | --- | | ***Thematic Area*** | ***Name*** | ***Definition*** | | **Business Direction & Strategy** | **Effective Decision Making** | Ability to take decisions in a timely and efficient manner in line with one’s authority, area of expertise and resources | | **Business Management** | **Working with Evidence and Data** | Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making | | **Business Management** | **Customer Satisfaction/Client Management** | * Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs. * Provide inputs to the development of customer service strategy. * Look for ways to add value beyond clients' immediate requests. * Ability to anticipate client's upcoming needs and concerns. | | **Business Management** | **Communication** | * Ability to communicate in a clear, concise and unambiguous manner both through written and verbal communication; to tailor messages and choose communication methods depending on the audience * Ability to manage communications internally and externally, through media, social media and other appropriate channels | | **Business Development** | **Knowledge Generation** | * Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need | | **Administration & Operations** | **Events Management (including retreats, trainings and meetings)** | * Support offices with event management including venue identification, accommodation, logistics, catering, transportation, and cash disbursements, etc. | | **Administration & Operations** | **Documents and records management** | * Overall document (hard or electronic) management; registry and retention policy including storing and archiving | | |

**6. Minimum Qualifications of the Successful NPSA**

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| **Min. Education requirements** | Secondary education. Bachelor’s degree in Management, Business Administration, Public Administration, Accounting, Finance and other social sciences will be given a due consideration. |
| **Min. years of relevant work experience** | * Minimum 5 years with Secondary Education or 2 years with Bachelor’s degree of progressively responsible experience in administrative support and/or accounting/finance, or other relevant area is required at the national or international level |
| **Required skills** | * Excellent computer skills, in particular mastery of all applications of the MS Office package |
| **Desired skills in addition to the competencies covered in the Competencies section** | * Experience with the international organizations, donor organizations, NGOs as well as UN Agencies would be an asset * Experience in organizing events (meetings, workshops, etc.) would be an asset * Financial experience in donor-funded projects would be an asset |
| **Required Language(s)** | Fluency in written and spoken English and Azerbaijani is required |
| **Professional Certificates** | *n/a* |