

TERMS OF REFERENCE

Strengthening Multi-Sectoral Management Approach to Critical Landscapes (SMSMCL)

I. Position Information

Job Code Title: **Project Executive Assistant (PA)**

Position Number:

Department (duty station): MNRE – Apia - Samoa

Reports to: **Project Manager (PM)**

Position Status (duration of service): 1 year renewable based on performance assessment

II. Programme Description

This project will assist the Government of Samoa to achieve the long-term goal- “Samoa’s productive landscapes are protected and sustainably managed to mitigate land degradation and to increase soil carbon sequestration so as to contribute to poverty alleviation and mitigation and adaptation to climate change impacts”, as well as to contribute to global environmental benefits by overcoming barriers identified.

Land and water resources in Samoa are under threat from pressures such as:

- Land use changes
- Unsustainable harvest of products
- Pollution
- Invasive species
- Extreme weather events

The primary objective of this project is “to strengthen local capacities, incentives and actions for integrated landscape management in order to reduce land degradation and greenhouse gas emissions and promote nature conservation whilst enhancing sustainable local livelihoods”.

The project will produce two Outcomes:

Outcome 1: Communities and farmers are able to undertake and benefit from integrated land and water management on their traditionally owned lands (composed of different ecosystems and agriculture, fisheries and livestock production systems)

Outcome 2. Strengthened national enabling environment to promote integrated landscape management through local households and communities.

III. Organizational Context

The project will be implemented over the course of 5 years, beginning in 2014. UNDP will be the GEF Implementing Agency and the Ministry of Natural Resources and Environment (MNRE) will be the project's lead Implementing Partner and responsible party.

The project will be nationally executed as per UNDP National Implementation Modality (NIM) procedures. According to UNDP guidelines on National Implementation Modality (2011), the Government is responsible for the management and delivery of programme activities to achieve project outcomes/outputs. Government regulations, rules and procedures therefore apply to project implementation to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP.

Project monitoring and evaluation will be conducted in accordance with established UNDP and GEF procedures and will be provided by the project team and the UNDP Country Office (UNDP-CO) in Apia with support from the UNDP Regional Center in Bangkok.

III. Functions / Key Results Expected

Summary of Key Functions:

Provision of administrative support to the Project Management Unit and the Project Manager, including;

- ❑ Administrative Issues for Smooth Project Implementation
- ❑ Financial Management
- ❑ Procurement
- ❑ Reporting and Data Management
- ❑ Recruitments

1. Provides **Administrative support for Smooth Project Implementation** focusing on achievement of the following results:
 - Assist the Project Manager to maintain up-to-date schedule of the Project
 - Manage followings to assist Project Manager for the smooth implementation of the project
 - Organize meetings, workshops, seminars and trainings including securing the venue, arranging tickets and preparing the materials and stationary;
 - Arrange missions of project staffs such as facilitating accommodation and transportation, DSA and terminal payment and any other necessary support for the participants and Project members and any other matters when required
 - Make meeting appointments and draft minutes of meetings;
 - Maintain the working place clean and tidy to create comfortable atmosphere to the Project team
2. Supports **Financial Management** of the Project focusing on achievement of the following results:
 - Support the PM by assisting in preparation of budget, budget revisions, and monitoring the balance of the budget;
 - Assist the PM to prepare analysis of project delivery and its appropriateness against project work plan, identify the bottle necks and propose solutions with analytical supporting documentations;
 - Assist the PM to assess the Annual Work Plan and conduct budget revision

3. Supports **Procurement** under the Programme focusing on the achievement of the following results:
 - Contribute in drafting specification of equipments to be procured within the approved budget;
 - Takes responsibility for the complete process of procurement in accordance with the Government systems;
 - Follow up procurement process with Ministry of Finance and relevant departments for procurement of equipment in a timely manner;
 - Register purchased equipments as an asset and maintenance of an up-to-date inventory of equipments purchased under the Project in accordance with UNDP regulation;

4. Supports **Reporting and Programme Data Management** focusing on achievement of the following results:
 - Assist the PM to prepare draft quarterly progress reports to be submitted to the Steering Committee;
 - Maintain project data management system with reference numbering and filing system to keep all records and documentations in order.
 - Upload and maintain of the project information in the share drives folders of the Project

5. Supports **Recruitment** under the Programme focusing on achievement of the following results:
 - Assist the PM to coordinate with relevant government units and follow up recruitment (staff members and consultants) and/or procurement (individual consultant/consulting firm) procedures to employ required personnel in a timely manner

IV. Impact of Results

The key results have an impact on the overall performance of the Programme and success in implementation of Programme strategy. Proactive assistance to the Programme Manager will result accurate analysis, data entry and presentation of information ensure proper Programme implementation.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to the Gov. of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

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

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- ❑ Focuses on result for the client and responds positively to feedback
- ❑ Consistently approaches work with energy and a positive, constructive attitude
- ❑ Remains calm, in control and good humored even under pressure
- ❑ Demonstrates openness to change and ability to manage complexities
- ❑ Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

VI. Recruitment Qualifications

Education:

University Degree in Accounts, Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable.

Experience:

- Minimum 5 years of administrative support experiences. Experience of working in a project team as the similar role is preferable.
- Experience with procurement processes within the Government of Samoa is desirable
- Working Experience with UNDP or other UN Agencies is an advantage.
- Having basic knowledge on current environment issues in Samoa is an asset
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.

Language Requirements:

- Fluency in written and spoken Samoan and English