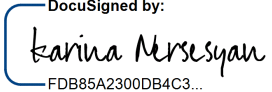


## TERMS OF REFERENCE

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Arab States Regional office
Purpose of consultancy:	The consultant will perform temporary administrative and secretarial support to the Deputy Regional Director in close collaboration with the Personal Assistant (PA) and Special Assistant (SA) to the Regional Director and Programme Associates of the Technical Units. The consultant also provides organizational functions of the office in terms of: providing effective communications support to the office; ensure facilitation of knowledge building and management; provide logistical support; and coordinates the secretarial services of the office.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>The Admin Assistant to DRD will help in:</p> <ul style="list-style-type: none"> <li>• Ensuring optimal communication flows between the Deputy Regional Director's office (DRDO) and staff of the regional office and other Units (SROs, COs and HQs) as well as external counterparts, through effective use of written, verbal and electronic communication;</li> <li>• Log and route incoming documents from the DRD to the office staff for action; review and ensure conformity to the Fund's guidelines and procedures of all outgoing correspondence and submit for the DRD's signature;</li> <li>• Draft non-substantive correspondence, takes dictations and types correspondence, documents and reports ensuring that spelling, punctuation and format are correct; and in consultation with the SA, respond to requests for information, which may be of a confidential nature, in a timely, discrete and accurate manner;</li> <li>• In collaboration with the SA, research files, collect requested information and organize material to meet the DRD's needs. This includes the preparation of information and/or briefs, summaries and background documentation required by the DRD for all official missions and special meetings;</li> <li>• Assemble briefing materials and prepare power-points and other presentations including computer generated visuals such as graphs for the Directorate; undertake logistical administrative, and financial arrangements, in consultation with the office of the Regional Operations Manager, for meetings and workshops organized by the Directorate;</li> <li>• Set up and monitor the RO's filing system and a follow-up system; organize and maintain the directorate filing system, and maintain up-to-date electronic mailing lists;</li> <li>• Brief and train new Secretaries, give guidance to other secretaries on office procedures and coordinate the secretarial services of the office; distribute special assignments to the secretaries;</li> <li>• Responsible for protocol matters, manage the DRD's calendar and schedule of appointments and meetings, in collaboration with the SA; receive high-ranking visitors/officials; take minutes and /or notes, as required; and answer and screen calls with tact and discretion;</li> <li>• Make travel arrangements for the DRD and the SA; monitor the budget of the directorate; set up and manage administrative files on the DRD's mission travel, mission reports, administer the DRD's leave attendance; and coordinate the preparation and updating of the DRD's travel plan;</li> <li>• Assist in the preparation and finalization of the DRD Office Management Plan; and prepare informal translations; may act as interpreter, as required; and</li> <li>• Perform any other duties, as may be required by the Directorate.</li> </ul>
Duration and working schedule:	<b>Four months starting from 1 September 2021 till 31 Dec 2021</b>
Place where services are to be delivered:	office based
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Daily work and all deliverables are exclusive to UNFPA.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Deputy Regional Director is monitoring the work of her admin assistant					
Supervisory arrangements:	The Deputy Regional Director will be the supervisor					
Expected travel:	None					
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>Completed secondary level education required. First level university degree preferred.</li> </ul> <p><b>Experience and skills:</b></p> <ul style="list-style-type: none"> <li>Minimum of 5 years of relevant experience in administration, secretary and/or office support;</li> <li>UN experience is preferred;</li> <li>Computer and Internet literacy – MS office package, etc.;</li> <li>Good knowledge of Atlas/PeopleSoft/ERP;</li> <li>Good writing and communication skills;</li> <li>Strong interpersonal and organizational skills;</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>Full Proficiency in written and spoken English; proficiency in Arabic is an asset</li> </ul>					
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Payment will be on a monthly basis.</p> <p>COA:</p> <table border="1"> <tr> <td>18000</td> <td>FPA80</td> <td>PU0074</td> <td>RARB8DAT</td> <td>SCADMINASSST</td> </tr> </table>	18000	FPA80	PU0074	RARB8DAT	SCADMINASSST
18000	FPA80	PU0074	RARB8DAT	SCADMINASSST		
<p>Signature of Requesting Officer in Hiring Office:</p> <p>Deputy Regional Director Dr. Karina Nersesyan</p> <p>Date: 15-Aug-2021</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>DocuSigned by:</p>  <p>FDB85A2300DB4C3...</p> </div>						