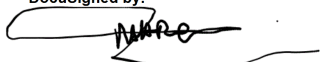



ANNEX I

TERMS OF REFERENCE

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Arab States Regional office
Purpose of consultancy:	<p>The consultant will perform temporary administrative support to ensure effective and efficient service delivery within the office, hubs and countries as appropriate in the following activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Human Resource Management. <input type="checkbox"/> Asset Management. <input type="checkbox"/> Fleet Management. <input type="checkbox"/> Protocol Management. <input type="checkbox"/> Facility, Security and General Administration Services.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The Admin Associate will help in:</p> <p>Human Resource:</p> <p>1- Ensure transparent recruitment process in relation to local FTA vacancies, SCs hires and contracting of ICs & interns in accordance with the rules;2- Maintain complete recruitment & personnel files;3- Coordinate with UNDP/HQ BES on the provision of advice related to staff benefits and entitlements.4- Prepare IC contracts, FTA contracts, SC contracts & internship agreements while ensuring adequate processes & supporting documents in accordance with the rules;5- Act as ex-Officio during interviews for hiring local FTAs and SCs; 6- Proper implementation of corporate HR policies and procedures and ensure communication with DHR unit in exceptional cases in coordination with IOM.7- Ensure timely extension of all personnel contracts.8- Ensure all IC contracts/docs are uploaded on the CMT.9- Communicate with programme colleagues about the expiry of IC.10- Ensure proper leave monitoring.11- In coordination with HR analyst, organize and Provide induction and orientation sessions to new personnel.</p> <p>Vehicle Management:</p> <p>1- Supervise the drivers' schedules through the logs and tracker to ensure efficient fleet management and implementation of the daily activities 2- Monitor the vehicle logs through frequent spot checks of the vehicle logs and schedules. 3- In coordination with the IOM and the learning focal point, provide appropriate support to the drivers in pursuing adequate learning opportunities that would build on needed skills to excel their performances and build their capacities;4- Follow on the implementation of annual maintenance plan for both office vehicles to ensure proper functionality of both vehicles as well as cost effectiveness in using and maintaining office resources;5- Replenishment of fuel cards while ensuring control of fuel consumption and functionality of office vehicles by ensuring sufficient cash balance at the fuel cards; 6- Renewal of office vehicles insurance (third party liability); 8- Reviewing & approving drivers' monthly overtime to monitor the allowable threshold and balanced overtime between drivers;</p> <p>Asset Management:</p> <p>1- Update RO assets on Altas Asset Management Module to ensure matching records in line with AM policies and procedures;2- Maintain clear AM dashboard by attending to outstanding issues in order to reflect and capture all assets correctly in coordination with HQ asset team;3- Conduct physical verification of assets to comply with the policy and take corrective actions in case of any discrepancies;4- Ensure all custodian forms are completed and filed appropriately on a timely manner.5- Disposal of all obsolete assets on a timely manner according to established policies.</p> <p>Administration and Protocol:</p> <p>1. With the support of the Protocol focal point, coordinate with respective authorities on office and staff related matters including but not limited to MoFA ID, residencies, note verbale, national ID issuance, driving licenses, vehicles' licenses, UN IDs, etc.2. Draft necessary correspondence to different counterparts such as partner UN agencies, government or vendors. 3. Facilitate ad hoc shipping requests. 4. Assist with security and safety measures in coordination with security and COVID-19 focal points.5. Updating Real Estate Management portal "COREM".</p> <p>Effective Management:</p> <p>1- Manage ASRO drivers and janitors on their overall performance to ensure proper and timely actions according to established policies and procedures.</p>
Duration and working schedule:	Initial duration of three months subject to possible extension.
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:	International Operations Manager is monitoring the work of the admin associate					
Supervisory arrangements:	The incumbent will report to the International Operations Manager					
Expected travel:	None					
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completion of secondary school with additional training/studies in business administration, public administration or related field. Bachelors' degree in one of these fields is desirable. <p>Experience and skills:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ten years of relevant administrative experience; <input type="checkbox"/> Prior UN administrative experience is an asset <input type="checkbox"/> Proficiency in MS office software applications <input type="checkbox"/> Knowledge of Atlas/peoplesoft or other ERP system is highly desirable <p>Languages:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fluency in oral and written English and Arabic. 					
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" data-bbox="480 779 1157 813"> <tr> <td>18000</td> <td>FPA33</td> <td>PU0074</td> <td>RABM0809</td> <td>POSTS</td> </tr> </table>	18000	FPA33	PU0074	RABM0809	POSTS
18000	FPA33	PU0074	RABM0809	POSTS		
Signature of Requesting Officer in Hiring Office:	<p>International Operations Manager</p> <p>Mr. Hicham Nahro</p> <p>Date: 18-May-2022</p> <div data-bbox="762 947 1098 1041" style="border: 1px solid black; padding: 2px;"> <p>DocuSigned by:</p>  <p>D15B5EA04F8C462...</p> </div> <p>Regional Director Dr. Luay Shabaneh</p> <p>Date: 18-May-2022</p> <div data-bbox="762 1160 1045 1254" style="border: 1px solid black; padding: 2px;"> <p>DocuSigned by:</p>  <p>BDAFEA028C78473...</p> </div>					