



## Terms of Reference Administrative Assistant

IMORTNAT NOTE: This vacancy belongs to a nationally implemented project, which is a joint endeavor between Department of Environment, United Nations Development Programme and European Union. The project is located in the Department of Environment and the incumbent will need to work in a governmental entity.

### I. Background

"Enhancing integrated natural resource management for the restoration of wetland ecosystems and support to alternative livelihoods development of local communities" in the Sistan and Baluchestan province of Iran, is a project developed by UNDP and EU to promote integrated natural resource management for the restoration of wetland ecosystems and support alternative livelihoods. The project is expected to result in:

1. Better capacities and coordination
2. Sustainable land and water management– including Hamoun wetland management and restoration
3. Local economic development including climate-smart agriculture and alternative livelihoods

The project duration is from 2020 to 2025, mainly using the EU funds.. The implementation modality will follow National Implementation Modality (NIM), whereby the Department of Environment shall be the Implementing Partner, under the overall management of Deputy for Marine Environment and Wetlands of DoE, as National Project Director.

Under overall supervision of the National Project Director (NPD), the Programme and Administrative Assistant will report to and support the National Project Manager (NPM). She/he will handle all of HR, Administration and travel desk typical tasks, helping the project team to achieve the best outputs in their departments. She/he will provide support to the Project Office and assist Project office at the same time.

### II. Description of work responsibilities

The **Programme and Administrative Assistant** is responsible to:

1. Answer to the phone calls and emails, and responds to the clients;
2. Prepare the letters and translate the reports/presentations (both in Persian and English);

Approved



3. Observe the General Conditions, Special Conditions and the Communications and Visibility Plan of EU as per the agreement "MIDEAST/2019/411-077" during the project implementation;
4. Ensure all the HR processes of the project are done as per the NIM Guidelines and through transparent and competitive processes and related records are kept;
5. Ensure safe keeping of the project document and HR records as per the guidelines, to be available for review through Audits, Verifications, Spot Checks, etc.;
6. Maintain records over project equipment inventory;
7. Maintain project correspondence and communication;
8. Collect, register and maintain all information on project activities, events, field visits, workshops, etc.;
9. Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
10. Contribute to the preparation of progress reports;
11. Prepare agendas and arrange field visits, appointments and meetings both internal and external related to the project activities, write minutes from the meetings (both Persian and English), and makes all the arrangements with regard to holding various kinds of meetings;
12. Maintain project filing system (Both digital and paper-based);
13. Prepare routine correspondence and memoranda for Project Managers signature;
14. Receive, screen and distribute correspondence and attach necessary background information;
15. Provide support to international consultants in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
16. 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;
17. Assist in logistical organization of meetings, training and workshops;
18. Draft minutes of Project Board and other project related meetings;
19. Assist in preparation of all project reports and presentation files (both Persian and English).

### **III. Timing, duration and duty stations**

The Programme and Administrative Assistant will be given a 3 month trial contract which will be extended to the end of 2021 upon the satisfaction of both sides and will be based at the project office in Tehran. However, s/he will make periodic visits to the project sites. The Programme and Administrative Assistant contract will be subject to annual extension based on satisfactory results of performance review.

### **IV. Qualifications**



- Preferably university degree in business administration, general administration or any other directly related fields;
- 5 Years previous relevant job experience;
- Excellent inter-personal, communication, networking and negotiating skills;
- Familiarity with the rules and procedures of international organizations strongly preferred, particularly those of the UNDP and EU;
- Excellent data management and record keeping skills;
- Ability and willingness to travel for requested missions
- High quality and high impact reporting and close attention to accuracy and details and demonstrated skills in office computer use - word processing, spreadsheets, databases and communications software; and,
- Fluent English-language speaking and writing skills.

Interested applicants should send their application together with their Curriculum Vitae to:

**Hamoun Project office, Ground Level, Department of Environment, Pardisan Eco-Park,  
Hakim Highway, Tehran, Iran**

**By e-mail to: [euproject.vacancy@doe.ir](mailto:euproject.vacancy@doe.ir)**

**Or by Fax to: +98 (21) 88241047**

**Closing Date: 16 January 2021**