



## Terms of Reference Programme and 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 Programme, Administration and Financial tasks of the provincial offices, 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.

Approved



## **II. Description of work responsibilities**

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

1. Ensure safe keeping of the project documents and provincial level records as per the guidelines, to be available for review through Audits, Verifications, Spot Checks, etc.;
2. 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;
3. Maintain records of project provincial equipment inventory, including record tags and logs;
4. Support in keeping project filing system (Both digital and paper-based) updated;
5. Receive, screen and distribute correspondence and attach necessary background information;
6. Support physical and digital safe keeping of the project provincial financial/procurement records as per the guidelines;
7. Support monitoring of received tranches and timely requests for tranche renewal;
8. Provide support in preparation and quality control of payments to any project sub-contractors, including grantees;
9. Support to project planning and budgeting as well as assistance in implementation of programme and financial related tasks, in accordance with the project document and the UNDP/EU procedures as set under the Accounts & Archiving Section of the General Conditions;
10. Support planning of Workshops, Seminars, and training for the project's activities and procurement procedures at local level;
11. Work closely with project staff members, UNDP and consultants (i.e. national and international) to facilitate fulfilment of the project objectives;
12. To implement any requests from NPM.

## **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 2022 upon the satisfaction of both sides and will be based at the project office in Tehran. However, she/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, accounting, finance, or any other general services related fields;
- At least 3 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** and **contact details of two work-related referees** to:

[euproject.vacancy@doe.ir](mailto:euproject.vacancy@doe.ir)

**Closing Date: 13 December 2021**

**Please take note that the vacancy notice title (Programme and Administrative Assistant) must be referred to in your email subject.**