



Project Management Unit of the “Integrated Nutrient Pollution Control Project”

TERMS OF REFERENCE

Project Assistant (PA/1 position)

1. General Description:

- a. The Project Assistant provides support for project implementation under the direct supervision of the project director.
- b. The Project Assistant is subordinated and reports to Project Management Unit (PMU) Director.

2. Tasks and responsibilities:

The Project Assistant has the following tasks and responsibilities:

- assists the PMU Director and other PMU members in ensuring an efficient and smooth implementation of project activities;
- keeps the PMU personnel updated about the project development and perform necessary communication to follow-up on deadlines and changes in project schedules;
- keeps the record of all project documents;
- maintains email correspondences with relevant contacts, write or respond to emails;
- prepares and keeps safety copies of all documents that are relevant for the implementation of the Project, both electronically and in hardcopy;
- coordinates the visits of local and international consultants and provides the necessary logistic support;
- prepares the documents that refer to the project;
- prepares the seminars and reunions that refer to project activities, prepares the agendas, attends project meetings and prepares minutes of the meetings;

- schedules/organizes necessary meeting, sets up agendas, communicates meeting schedules, and book meeting/conference halls;
- manages office calls, responds to queries, screens call for message, forward calls to the proper recipient;
- ensures the maintenance, technical supervision and control of the means of communications that are used in PMU offices;
- provides assistance to the PMU team in other project-related activities, as the case may be;
- performs other relevant duties as required by the PMU Director, provided that they do not contradict the conditions of the Loan Agreement and/or the Project Operational Manual.

3. Working relations areas:

- a. Hierarchical: reports to the PMU Director;
- b. Functional relationships: cooperates with all other PMU members;
- c. Cooperation relationships: with local and international consultants, in order to provide the logistic support, subject to the preliminary consent of the PMU Director.

4. Minimum qualifications requested:

- academic education;
- a background of at least 3 years in project implementation;
- proven experience in secretarial and translation activities;
- ability to process quickly, prioritizing work activities;
- experience in using computer-based tools including electronic mail, word processing, spreadsheet, Internet and database products, knowledge of MS Office desktop applications are mandatory;
- good command of spoken and written English proven by presenting Cambridge certificate (C1 level) or equivalent.