

Vacancy: 12-01-2024

TERMS OF REFERENCE
Project Assistant

I. GENERAL INFORMATION

Unit:	Programme Unit
Title:	Project Assistant
Function:	Project administrative support
Duty station:	Lima, Peru
Type of contract:	Service Contract (SB3)
Duration:	Until December 2025 (with possibility of renewal)

II. SUPERVISION

Supervisor:	Head of Programme Unit
Organizational Setting and Reporting Relationships:	These positions are located in the Programme unit.
Supervision method:	Project Assistants are expected to carry out their assignment to completion and report on results

III. DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

The project administrative assistants will assist the programme unit and report to the head of the unit in the following:

1. Support the programme unit in day-to-day administrative aspects of UNLIREC's programme activities
 - Assist in overall administrative duties/processes (e.g. travel arrangements, visa applications, expense statements, telecommunications charges, service and supply requisitions, conference room bookings, etc.).
 - Organize official receptions, meetings, etc., handling all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.)
2. Assist in the implementation of the programme unit activities:
 - Support in the organization and coordination of workshops, seminars and courses undertaken within the framework of the programme.
 - Liaise with the relevant national focal points and UN agencies for the organization of the programme activities.
 - Develop, as appropriate, in coordination with the programme unit practical tools that will facilitate the implementation of the courses and/or workshops.
 - Ensure the quality control of outgoing information and communications related to the programme.
 - Liaise with the executive office on programmes activities.
 - Draft and prepare correspondence on programme activities.

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- Provide inputs/information required to the programme advisor for the preparation of communications/report to donors or external clients.
3. Liaise with Executive Office on administrative matters:
- Carry-out and submit required preparatory work for contracts, tendering, according to UN procedures, rules and regulations.
 - Support and organize programme procurement processes, requirements and make purchases in consultation with the EO coordinator.
4. Knowledge Management
- Responsible for systematizing administration and storage of electronic files for programme unit.
 - Responsible for developing systems for disseminating institutional knowledge and lessons learned to and from internal and external stakeholders.
 - Contribute inputs for programme contributions to institutional communications.
5. Perform other duties as requested by the Director.

IV. COMPETIENCIES:

- **Professionalism:** Good understanding of the functions and organization of the work unit. Good knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting; etc. Ability to extract, interpret, analyze; research and gather information from a wide variety of standard and non-standard sources; demonstrated ability to apply good judgment in the context of assignments given.
- **Planning & Organizing:** Ability to plan own work and manage conflicting priorities.
- **Communication:** Good communication (spoken and written) skills, including ability to draft a variety of correspondence and other communications, summary reports, etc.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

V. QUALIFICATIONS AND EXPERIENCES

- **Education:** University degree in administration or finance or other relevant discipline, or the equivalent combination of education and experience in a related area.
- **Experience:** Five years working experience in specific programme/project area associated with this post. Experience working in the United Nations system or International Organization would be desirable. Experience in organization and management of events, including travel, as well as procurement processes is required.
- **Languages:** Fluency in written and spoken Spanish and English. French is desirable.
- **Technological Awareness:** Solid computer skills - MS Office applications (Excel, Word and Power Point) and other IT applications.

VI. ADDITIONAL INFORMATION

Qualified candidates who are interested in the above positions are invited to submit their applications, in Spanish, attaching a UN PHP form and CV with contact details for two professional references, **no later than 31 January 2025** to: rrhh@unlirec.org

Subject: Vacancy 12-01-2024 Project Assistant