Terms of Reference (TOR) – Driver and administrative assistant position

Project Background

The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP) aims at supporting the adaptation efforts of Egypt in the North coast and in particular the Nile Delta which is identified by the IPCC in its Fourth Assessment Report as one of the world’s three “extreme” vulnerable.

The objective of the project is to reduce coastal flooding risks in Egypt’s North Coast due to the combination of projected sea level rise and more frequent and intense extreme storm events. Output 1 focuses on constructing 69 km of sand dune dikes at five vulnerable hotspots within the Nile Delta that were identified during an engineering scoping assessment and technical feasibility study. Output 2 focuses on the development of an Integrated Coastal Zone Management (ICZM) plan for the entire North Coast, to manage long-term climate change risks and provide Egypt with adaptability to impending flood risks.

The project will facilitate transformational change in the short-term by reducing coastal flooding threats along vulnerable hotspots in the Delta and in the long-term by integrating additional risks of climate change into coastal management and planning, budgeting and implementation of risk reduction measures. The Project is implemented by the Ministry of Water Resources and Irrigation in collaboration with UNDP and is funded from the Green Climate Fund (GCF). The project is managed by a Project Management Unit (PMU) which is led by the executive project manager and includes staff assisting the manager in carrying the various management tasks.

The project seeks to recruit a project driver and administrative assistant (one position) to work within the PMU.

Duties and responsibilities:

Under the full supervision of the Project Manager and oversight of the Water Resources and Irrigation and of UNDP, the project driver and administrative assistant will have the following responsibilities in accordance with the project document and the UNDP guidelines and procedures for nationally executed projects, including:

Driving responsibilities

- Drive office vehicle(s) for the transport of authorized personnel inside and outside the duty station.
- Collect and deliver mail, documents, and other items.
- Ensure that Project vehicle comply with all operating security standards in Egypt.
- Take care of the day to day cleanliness and maintenance of assigned vehicle(s) (e.g. check oil, water, battery and brakes, etc.).
- Conduct periodic inspection of the vehicle(s) at the approved agencies and make the necessary renovations for license as per the deadlines.
Log official trips, daily mileage, gas/petrol consumption, oil changes and greasing.

Follow all rules and regulations in relation to the management of project vehicles.

**Administrative responsibilities:**

- Maintaining the administrative documentation up to date, in accordance with UNDP and other project reporting requirements.
- Managing the projects filing (e.g. incoming and outgoing correspondences) and keeping the project documentation up-to-date and in perfect order;
- Facilitate project communications (telephone, fax, e-mail, post, etc.), including:
  - Liaise with individual and corporate project contractors;
  - Routine drafting of correspondence as required
- Revision of project records of office material and project assets and preparation of corresponding reports.
- Handling of day to day petty cash (opening, administration and closing).
- Preparation and following up of payment requests and other expenses.
- Bookkeeping, maintain a complete and systematic set of records of business transactions. Balance books and prepares reports to show receipts, expenditures, account payable, and various other items pertinent to the operation of the office.
- Ensuring successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project’s logframe matrix and within the planned schedule and budget.
- Assisting the organization of project events including logistical arrangements (workshops, training, working group meetings).

**General responsibilities:**

- Full compliance with the UNDP and GCF branding policy.
- Supporting the project manager in the implementation of the project as required.
- Performing other related duties to his position as required.
- Maintaining work confidentiality at all times.

**Training and Experience**

- A university degree is an advantage but not necessary.
- Professional driving license that is at least two (3) years old or a personal driving license that is at least Ten (10) years old.
- Training in mechanics will be an added advantage.
- At least two (2) years working experience as a licensed driver for a company or public service agency.
- Knowledge of Arabic language (reading and writing) is mandatory. Knowledge of English language is an advantage.
- Knowledge of word processing and spreadsheet software.
Evaluation
Individuals will be evaluated based on their CVs. CVs with a score that is below 70 points (out of 100) will not be shortlisted.

Application:
Please submit your recent CV or a P11 form that can be obtained from [http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc](http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc) with at least three references and to the below email specifying the title of the post:

Mr. Amir Abdo Brekaa
amir_brekaa2006@yahoo.com

Recruitment notice issued on: 29/03/2020
Deadline for application is: 11/04/2020