



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Project Assistant
Main Duty Station and Location:	Cairo
Mission/s to:	Travel to Luxor and Qena governorates, travel to be authorized separately
Start of Contract (EOD):	1 October, 2020
End of Contract (COB):	31 March, 2021
Number of Working Days:	Regular

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition.

The Directorate of Programme Development and Technical Cooperation (PTC) is responsible and accountable for providing technical cooperation services to enhance the capabilities of developing countries and economies in transition to promote ISID in the areas covered by five departments: Department of Programmes, Partnerships and Field Integration; Department of Agri-Business; Department of Trade, Investment and Innovation; Department of Environment; and Department of Energy.

This position is located under the Industrial Resource Efficiency Division (PTC/ENV/IRE) which is responsible for increasing the capacity of industry, government and business environmental service providers as well as IGOs and NGOs to scale up and mainstream the adoption of resource-efficient and cleaner patterns of production. This is achieved through recycling, resource recovery and/or environmentally sound treatment and disposal of wastes, waste waters and toxic and/or hazardous chemicals, and also in particular for the sustainable use and management of water and other natural resources used in industrial processes.

PROJECT CONTEXT

The “Inclusive Green Growth in Egypt” (IGGE) project contributes to the efforts of the Government of Egypt, and in particular the Ministry of Trade and industry, to boost growth, productivity and job creation in Egypt, while at the same time safeguarding the environment. Concrete actions will be implemented by the project in two governorates in five clusters and value chains related to sectors contributing to the development of a green economy, i.e. sustainable agriculture and food production, waste management, and sustainable energy.

MSMEs in a green economy plays a crucial role in local economic development, and make use of resources traditionally overlooked and/or wasted. Hence, their development brings about both economic and environmental benefits.

The project supports MSMEs to improve productivity, innovation and growth, enhance the employability of young women and men in targeted sectors, and mainstreams green growth approaches into government policies and strategies.

MAIN FUNCTIONS

Under the supervision of the Project Manager, and day-to-day oversight of the Industrial Development Expert - Green Growth Technical Specialist and National Project Coordinator, the Project Assistant provides secretarial and administrative support in the implementation of the project.

The assignment duration is 6 months, with the possibility of extension.

In light of the current COVID-19 situation the incumbent will be required to telework until further notice from UNIDO. Similarly, given the restrictions on duty travel, missions will be authorized only if and when restrictions on duty travel are lifted.

To this end, s/he will have the following main duties:

MAIN DUTIES	Concrete/ measurable outputs to be achieved	Expected duration	Location
1. Assist in the planning and organization of projects events and meetings, including drafting of agendas, preparation of meeting minutes, circulation of relevant documentation, logistics arrangement as well as initiating and following up all administrative procedures related to procurement which entails preparing shopping carts, purchase orders, confirmations and follow-up with relevant contractors and service providers. Liaising requires communication and documentation with the relevant contractors and service providers.	Projects events and meetings are organized in a timely and accurate manner according to UNIDO standards and procedures	Ongoing	Cairo, with travels to Luxor and Qena
2. Initiate and follow up all administrative procedures required for local procurement of project equipment and field office furniture. These tasks include preparing shopping carts, purchase orders, confirmations and follow-up with relevant contractors and service providers, ensuring complete documentation, inventory control and property management, in line with UNIDO standards and procedures. Liaising requires communication and documentation with the relevant contractors and service providers.	Local procurement actions are performed according to UNIDO standards and procedures		Cairo
3. Provide logistics support to project staff and consultants for travel arrangements, including UNDSS security clearance, travel authorizations requests/claims using SAP, reservations.	Logistics support is provided in a timely and accurate manner according to UNIDO standards and procedures		

4. Keep track of project budget expenditures. Assist in budget revisions in line with UNIDO standards and procedures, as well as in reporting of in-kind contributions as requested by the donor.	Budget expenditures are recorded and budget revisions and reports prepared in a timely and accurate manner according to UNIDO standards and procedures		
5. Assist in all administrative matters related to the management of the project field office in Luxor.	Effective and efficient administrative management of project field office is ensured according to UNIDO standards and procedures		Cairo, with travels to Luxor and Qena
6. Maintain files (both paper and electronic) and databases related to the project's activities.	Project files and databases are organized and updated regularly		Cairo
7. Support knowledge management functions, e.g. assist in publications and communications tasks, maintain the project contacts database, circulate relevant information and keep parties abreast of knowledge developed, compile report abstracts that can be used for policy advocacy.	Knowledge management functions are performed in an effective and efficient manner		
8. Screen phone calls and visitors. Respond to moderately complex information requests and inquiries as necessary, as well as to refer queries to appropriate personnel for handling.	Phone calls and visitors are screened, request and inquiries are addressed in a timely and accurate manner		
9. Prepare an annual report detailing activities undertaken and related outputs, lessons learnt and recommendations, as per the present Terms of Reference.	Annual report approved by the Project Manager	2 w/d	
10. Carry out any other tasks as requested by the Project Manager.	Tasks performed as required		

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

Completed secondary education. University degree political or social sciences, international relations or business administration an asset.

Formal secretarial/clerical training or equivalent desirable. Credit towards total working experience may be considered on a year by-year- basis, up to maximum of four years, for a first university degree or equivalent diploma, in a field relevant to the post.

Technical and Functional Experience:

A minimum of 3 years of working experience in the related fields of the post, thorough understanding of office procedures and practices, preferably within the UN system or in a multicultural environment, including experience in project administration, accounting and finance, providing support to managerial/professional staff and using secretarial/administrative skills to assist in the execution of project development and implementation of work. Proficient use of Microsoft Office (Outlook, Word, Excel and PowerPoint), internet. Experience with SAP or similar ERP software an asset.

Languages:

Fluency in written and spoken Arabic and English is required.

REQUIRED COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Core competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

HOW TO APPLY

Interested candidates meeting the requirements are requested to submit their Personal History Form to office.egypt@unido.org no later than 20 September 2020 by following the below steps:

- Access <https://www.unido.org/resources/employment>
- Create candidate profile or Update previously created profile
- Complete the required fields of the Personal History Form
- Save the Personal History Form on your device
- Submit the Personal History Form to office.egypt@unido.org with subject line “First name_Last name_IGGE Project Assistant”

Correspondence will be undertaken only with candidates who are being considered at an advanced phase of the selection process.