UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE

I. Position Information

Title: Project Assistant	Position Level: SB3
Project: The SISSTEM Faculty Expansion Project	Duty Station: Aruba
Reports to: Project Manager (SISSTEM)	Duration of Initial Contract: 1 year, renewable

II. Job Purpose and Organizational Context

Aruba has embarked on implementing a sustainable development strategy as a key pillar of its overall development by reducing its dependence on the tourism industry, as well as, its use of fossil fuels and is pursuing initiatives to facilitate a 'green' knowledge economy driven by innovation. In so doing, the Government of Aruba (GoA) has identified the need to enhance its human resource capacity in higher education in Science, Technology, Engineering and Mathematics (STEM) and has endorsed the establishment of a group of programmes for Sustainable Island Solutions through Science, Technology, Engineering and Mathematics (SISSTEM) at the University of Aruba (UA).

The key objective of the project is that the UA will be able to deliver tertiary level educational programmes (Bachelor's and Master's Level) as well as a research offer with particular focus on the STEM subjects. The SISSTEM Project will result in an increase in the number of persons with expertise and technical skills for innovative, sustainable development in Aruba, in the Caribbean, as well as, in other Small Island Developing States (SIDS). UNDP has been selected as the implementing partner for the new faculty expansion which will secure and make available physical facilities to house the new Bachelor STEM Programme, a Master's Programme in Sustainability and a new Research Institute.

The SISSTEM Faculty Expansion Project will include refurbishment of the Maria Convent in Aruba to accommodate multifunctional classrooms for 25 to 50 students and office space for 25 staff members, as well as, construction of laboratories (one Chemistry lab, one Physics lab, one Biosciences lab and one ICT lab) as well as procuring furniture and equipment for all classrooms, offices and laboratories.

III. Functions / Key Results Expected/ Responsibilities

The Project Assistant (PA) should be well-informed about UNDP's approach to project management, be hands-on, organised, highly motivated, enthusiastic, and capable of working independently. The PA should have the ability to work with a wide variety of stakeholders from governments, agencies, non-governmental organizations, and research institutions. A good understanding of the national institutional framework is highly desirable. The PA must possess strong writing skills in the English Language. The PA will be hired as a full-time project team member for the duration of the project. The PA will provide support to the following key activities:

- Day-to-day managing and coordinating of specific project activities & outputs assigned to advisory stakeholders and project consultants;
- Preparing work plans; organizing team meetings to assign tasks, monitoring progress on a regular basis;
- Organizing, facilitating and providing proper records of the project board meetings and any other meetings with Government counterparts, donor agencies, private sector, NGOs and other stakeholders;
- Identifying and/or preparing analytical research and background materials, as required; assisting the project manager in regular monitoring of the progress of the project and taking corrective actions to ensure that the project is achieving expected outputs within the given timeframe and budget;
- Monitoring the delivery of project outputs
- Assisting with consultation, communication and promotion in respect of the project activities;
- Certifying and monitoring the delivery of financial and non-financial resources, as required;
- Ensuring a close working relationship between UNDP, the Implementing Partner and other parties involved in project implementation;
- Assisting the project manager in reporting requirements such as preparing progress updates to the donor, and quarterly and annual reports to the government and UNDP;
- Organising national workshops under the project, including preparation of invitations and agendas, resource persons and participants, as required;
- Ensuring the publication and dissemination of the reports identified as project outputs;
- Performing any other functions as required by the project.

IV. Competencies

- Demonstrated ability to liaise and foster cooperation between agencies, including Government, private sector participants, NGOs and other stakeholders;
- Good interpersonal and communication skills both written and spoken;
- Strong computer skills especially for Word Processing and Excel Spreadsheets;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Demonstrated ability to function in a team environment and to deal with complex multi-stakeholder relationships;
- Demonstrated experience in critical analysis and thinking, problem solving and strategic planning would be an asset
- Ability to work independently, accurately, adhering to timelines and to take initiative

V. Recruitment Qualifications	
Education:	A Bachelor's degree in Environmental Science/Studies or Development Studies or related discipline with knowledge on sustainability related policy
Experience:	- A minimum of (3) years relevant experience in administration and project management in a sustainable development context within the region; - Extensive experience in organizing meetings, workshops and in writing reports; - Knowledge of UNDP and other foreign-assisted project implementation procedures, incl. procurement, disbursements and (financial) reporting and monitoring is highly desirable;
Language Requirements:	Excellent knowledge of English (written and spoken)