

Terms of Reference (TOR) for Individual Contractor **(Short Term Area Office Assistant for Hakha UNDP Field Office in Chin State)**

A. Background

UNDP Myanmar is seeking for a short term Area Office Assistant to provide Administrative, financial and logistical support to the Hakha UNDP Field Office in Chin State.

B. Organizational Context

UNDP Myanmar is undergoing strategic repositioning and ramping up its capacities in order to effectively support national priorities of democratic transformation and poverty reduction. After more than 20 years of working exclusively at the grassroots level through the Human Development Initiative (HDI), the approved and signed off country program for Myanmar (2013-2017) envisages contributions towards strengthening democratic governance, provision of policy advice for poverty reduction, strengthening resilience against climate change and disaster risk reduction, and targeted support for strengthening institutions of local governance.

At the field level the program is implemented through a network of Area Offices in selected States and Regions of Myanmar. These Area locations will be led by experienced local Area Office Coordinators, supported by a team of local experts in the respective programme areas. Program implementations in Area Offices are coordinated by a Senior Field Coordinator based in Yangon.

C. Scope of Work

- a) Submission of proper supporting documents for requests for payments to the Country Office and filing of documents in the required formats and standards;
- b) Maintenance of required administrative records – e.g. Time sheets/attendance sheets, leave reports, overtime statements, travel documents, etc.;
- c) Arranging for clearances, travel and accommodation for missions, field visits, etc.;
- d) Responsibility for Petty Cash and proper documentation & reporting;
- e) Responsibility of the use of Area office assets including vehicle management and asset report;
- f) Arrangements of travel and hotel reservations, preparation of travel authorizations, identity cards and other documents for the relevant Area office staff;
- g) Administrative, secretarial and logistical support to conduct of meetings, conferences, workshops and training programmes;
- h) Maintain good rapport with the Government Offices and other partners in the designated area, to enable continuous smooth working relationships with them;
- i) Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by staff and keeping a log of distribution;
- j) Drafting and submission of required reports and other documentation in a qualitative manner to be submitted to the Country Office in Yangon;
- k) Maintenance of the filing system ensuring safekeeping of confidential material;
- l) Performance of ATLAS based on assigned role.

D. Expected Outputs and Deliverables

- a) Administrative, Financial and Logistical support to the Area Office
- b) Support Project implementation and monitoring
- c) Support communication and knowledge management

E. Institutional Arrangement

- a) Under the direct supervision of the Area Office Coordinator, the Area Office Assistant is responsible for the overall financial and administrative operations of the area office. The Area Office Assistant works in close collaboration with the UNDP Country Office's Administrative, Human Resource, Finance and Procurement Units respectively.

F. Duration of the Work

Six months with possibility to extend

G. Duty Station

Hakha, Chin State

H. Qualifications of the Successful Individual Contractor

- a) Secondary Education preferably with specialized certification in Accounting and Finance. University Degree in Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.
- b) Minimum 2 years of progressively administrative experience at national and international level. Experience in the usage of computers and other software packages (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- c) Fluency in the UN and national language of the duty station

I. EVALUATION CRITERIA

Education – Bachelor Degree completed preferable to Economics, English, Social Science (20 Scores)

Finance & Administrative Related Training- LCCI or similar training certificate (20 Scores)

Work Experience – At least 2 years related to admin & finance (20 Scores)

Experience in Computer usage and other software packages-MS word, Excel, Spreadsheet, Database, internet, email (20 Scores)

Language Requirement- English and language/ local dialect of duty station (20 Scores)

J. Schedule of Payments

The payments will be made on monthly basis.

K. Recommended Presentation of Offer

Offer shall include Personal CV and P11 and other relevant records such as certificates related to Qualification.