



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

### TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA) SAP 180180

Title:	<b>Office &amp; Field Admin Assistant</b>
Main Duty Station and Location:	Beirut, Lebanon
Missions	UNIDO Office in Beirut with local travels
Start of Contract (EOD):	1 May 2019
End of Contract (COB):	31 March 2020
Contract Duration:	Regular

#### **ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is a specialized agency of the United Nations. Its mandate is to promote and accelerate sustainable industrial development in developing countries and economies in transition, and work towards improving living conditions in the world's poorest countries by drawing on its combined global resources and expertise. The Programme Development and Technical Cooperation Division (PTC) is responsible for providing technical cooperation services on technological and economic issues covered by UNIDO's mandate in developing countries and countries with economies in transition.

#### **PROJECT CONTEXT**

The objective of the project is to create economic opportunities and jobs in the construction sector in Lebanon, particularly among host and refugee communities in Northern areas of Lebanon.

The project will build upon the experience established over three UNIDO livelihoods interventions since 2016, implemented in the North of Lebanon, working with host institutions and local partners to increase the number of skilled-labor and enterprises able to access jobs and economic opportunities in the construction sector across Lebanon.

In this context, the project will support the establishment of a construction sector skill and vocational training center in the North of Lebanon, design of construction skill and vocational trainings curricula and develop training capacities to assure center's sustaining capacities to deliver the new construction training modules. key actions: i) the acquisition of technology and / or business support services and ii) vocational training.

Under the overall supervision of the Project Manager (PM) at the UNIDO Headquarters, the *Office & Field Assistant* will manage the day-to-day administration, operational and office support of this project. He/she will carry out the following duties:

Main Duties	Concrete/measurable outputs to be	Location
1. Provide all secretarial duties, which include filing, taking minutes, typing documents and all correspondence as may be required	Continuous. Documentation completed as per the required task.	Beirut with travel to project sites as required.
2. Provide English/Arabic translation and interpretation services for professional staff and		
3. Make all logistical arrangements for meetings, workshops and trainings.		
4. Ensures that all necessary clearances are obtained for project staff travel within the		
5. Procure office supplies and maintain appropriate equipment inventory record. Ensure that all project equipment is properly secured and maintained		
6. Manage and follow-up on administrative matters of the office including DSA and salary payments, travel, shipping, procurement, office inventory, etc. in-coordination with the UNIDO office in Beirut		
7. Manage the day-to-day financial and administrative operations and office support systems, including bookkeeping of the operational cash advances for the project		
8. Ensure that UNIDO/UNDP administrative procedures are followed in project implementation.		
9. Assist the project coordinator in preparation of the quarterly work plans, project progress/final reports, assessment reports and past quarter outputs.		
10. Follow-up on administrative issues related to project activities (civil works, equipment delivery and installation in the beneficiary's enterprise and implementation of capacity building activities)		
11. Perform other duties as required by the project.		

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Secondary level education completed. Advanced university degree with diploma in management, business studies, accounting or other relevant field will be considered an asset.

### **Technical and Functional Experience:**

- At least 3 years of relevant work experience
- Ability to work with minimal supervision and strong problem solving skills
- Ability to work as a member of a team with good inter-personal communication skills
- Familiarity with the UN mandate and activities in Lebanon as well as with Lebanon's current socioeconomic context is desirable
- Strong knowledge of MS Office
- Strong planning and organizational skills
- Strong communication skills (oral & written)

**Languages:** Fluency in written and spoken English and Arabic is required.

## **REQUIRED COMPETENCIES**

**Core values:** 1. Integrity; 2. Professionalism; 3. Respect for diversity

**Core competencies:**

1. Results orientation and accountability; 2. Planning and organizing; 3. Communication and trust; 4. Team orientation; 5. Client orientation; 6. Organizational development and innovation

Interested applicants should submit their CVs to: [n.chahni@unido.org](mailto:n.chahni@unido.org) and point out to the reference of the announcement which is **UNIDO – Office & Field Admin Assistant.**

**Deadline for receiving applications: 12<sup>th</sup> of April 2019**