

Terms of Reference (TOR) for Individual Contractor (Short Term Project Coordination Assistant for UNDP Yangon) Re-advertised

A. Background

UNDP Myanmar is seeking for a short term Project Coordination Assistant to provide programme support services ensuring high quality, accuracy and consistency of work particularly in daily supporting tasks to field offices, country office operation units and Senior Field Coordinator with part time supporting to Early Recovery Advisor on a need basis.

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 Area Offices set up in selected States and Regions of Myanmar. These Area Offices are being managed by Area Office Coordinators, supported by an Area Office Assistant. In some offices, implementation of programme activities is 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) Assist field offices' Human Resources related tasks such as leave and contract monitoring through liaising with Area Office Assistants and Country Office HR Unit.
- b) Assist field offices' procurement planning and entering procurement data in Atlas system through liaising with Area Office Assistants and Country Office Procurement Unit.
- c) Assist in audit preparation, travel and logistic arrangement of Senior Field Coordinator and Early Recovery Advisor and inventories and assets management of field offices.
- d) Assist in field offices' financial payment request, liquidation and financial data entry in Atlas system.
- e) Assist the Senior Field Coordinator in; overseeing field offices' financial reports, monitoring of field offices' performance.
- f) Provide administrative and financial assistance such as preparation of non-PO vouchers for Field Offices, Early Recovery Advisor and Gender Specialist.
- g) Assist in maintenance of the internal expenditures control system including taking timely corrective actions on un-posted vouchers.
- h) Provide assistance to creation of requisitions in Atlas for development projects' good receipt.
- i) Assist in making budget check for requisitions, POs and vouchers.
- j) Perform other tasks as requested.

D. Expected Outputs and Deliverables

- a) Support to field offices and Senior Field Coordinator towards effective field offices' operational supports in all three Pillar's programme implementation.
- b) Administrative support to Senior Field Coordinator, Field Offices and Early Recovery Advisor

E. Institutional Arrangement

Under the direct supervision of the Senior Field Coordinator, the Project Coordination Assistant works in close collaboration with the operations, programme and project staff in both the country office and field offices as required and exchange information and supporting programme implementation.

F. Duration of the Work

Three months with possible extension (from 8th August 2016 to 7th November 2016)

G. Duty Station

Yangon, Myanmar

H. Qualifications of the Successful Individual Contractor

- a) Secondary Education is required. University Degree in Business or Public Administration, Economics, Political Science and Social Science would be desirable, but it is not a requirement.
- b) 5 years of relevant administrative or programme experience is required at the national or 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. Prior working experience with field offices under UNDP is advantage.
- c) Fluency in English and Myanmar language

I. EVALUATION CRITERIA

- Education – 1) Completion of secondary school (10 scores), 2) Bachelor Degree completed preferable to Business or Public Administration, Economics and Social Science (10 Scores)
- Prior working experience with field offices (20 Scores)
- Work Experience – At least 5 years of relevant administrative or programme experience (40 Scores)
- Experience in Computer usage and other software packages-MS word, Excel, Spreadsheet, Database, internet, email (20 Scores)

J. Schedule of Payments

The payments will be made on a monthly basis.

K. Recommended Presentation of Offer

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