



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title:	Project Logistics Assistant
Type:	IC
Project Title:	Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan/Cluster on Good Governance, Policy and Development
Duration of the assignment:	12 months (252 days from January-December 2021)
Duty station:	Tashkent, Uzbekistan
Reports to:	Project Manager

II. Background

"Improved Public Service Delivery and Enhanced Governance in Rural Uzbekistan" is a joint project conducted by the Ministry of Justice of the Republic of Uzbekistan and the United Nations Development Programme (UNDP) funded by the European Union. The overall goal of the project to improve the quality of life of vulnerable sectors of the population in rural areas – such as women, youth and children, the elderly and people with disabilities – by enhancing their access to public services, and the quality of their provision. Equally, the project aims to strengthen citizen participation in the decision-making processes at the local level and increase their access to information, effectively increasing the transparency of the local governance system.

It also delineates a series of activities aiming at strengthening the capacity of local governments and citizens to monitor and provide feedback to Public Services Agency (PSA) for improving the performance of the Public Service Centers (PSCs) in public service delivery; effectively creating a quality control mechanism at the local level.

In addition, taking into account the Government's recent legislative initiative that expands the powers of local authorities in formulating their budgets, this proposal also includes several activities intended to enable local governments to plan and manage their budgets effectively. It is expected that these activities will encourage wider local community engagement in the budget formulation process by systematically identifying local community needs and prioritizing local government interventions based on the environmental, social and economic concerns of local citizens.

Under direct supervision of the Project Manager, the Project Logistics Assistant is fully responsible for the implementation of designated tasks.

III. Functions / Key Outputs Expected

Under the guidance of Project Manager and Senior Procurement Assistant, the Project Logistics Assistant provides support to project implementation performing a variety of standard procurement and logistics/administrative processes ensuring high quality and accuracy of work. The Project Assistant promotes a client, quality and results-oriented approach.

The Project Assistant works in close collaboration with the Goof Governance Cluster, UNDP Operations, projects staff and other UN agencies staff to exchange information and ensure consistent service delivery complying with UNDP rules and donor's requirements.

Project Assistant performs the following duties and responsibilities:

- Assist with logistical arrangements for the project events (meetings, workshops, conferences, roundtables etc.), including competitive selection of a venue, rent of premises, arrangement of accommodation, transportation, technical equipment, interpretation provision etc. according to UNDP established procurement procedures;
- Assist in preparing of MPO cases under threshold US\$ 10K for services, works and goods in order to speed project business processes efficiency in support of project programme delivery and development results.
- Based on agreed with UNDP/stakeholders/beneficiaries technical specifications assist with preparing respective documents for customs clearance and their procedures of purchased equipment. Provide assistance to IPSD team in facilitating the processing of shipment and customs clearance documentation. Liaises with suppliers to ensure documentation is available (invoices and shipment documents) for smooth processing
- Assist in obtaining of mandatory certificates for purchased goods and items by project in accordance with the current legislation of the Republic of Uzbekistan.
- Assist with conducting marketing research under coordination of procurement assistant ensuring compliance with UNDP procurement rules and procedures.
- Search for manufacturers and potential suppliers and assist with wide dissemination of all tenders. Under guidance/consultation with the Procurement unit and Senior Procurement Assistant.
- Assist with proper paper and electronic filing of all tender documentation.

IV. Timeframe and fees

The total duration of the assignment will be 12 months (or at least 252 working days) that will cover the period of January – December 2021. This is a time-based contract and the payment will be made upon successful completion of functional responsibilities on a monthly basis after signature of Attendance sheet (time sheet) by the Project Manager and UNDP GGC.

V. Qualifications / Requirements	
Education	University degree in Business Administration, Management, Economics, Finance and other related areas
Experience	At least 4 years of relevant work experience in the field of administration and finance; Experience of work in UNDP is an asset; Good analytical skills
Language Requirements	Proficiency in English and Uzbek. Knowledge of Russian will be an asset.
Other	<ul style="list-style-type: none"> • Fundamental knowledge of processes, methods and procedures; • Understanding the main processes and methods of work regarding to the position; • Possessing basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks; • Demonstrating good knowledge of information technology and applies it in work assignments; • Presenting information on best practices in organizational change; • Demonstrating the ability to identify problems and propose solutions. • Creating synergies through self-control.

VII. Signatures- Post Description Certification		
Incumbent:	Signature:	Date
Cleared: Abror Khodjaev Project Manager	Signature:	Date