

TERMS OF REFERENCE

Project: Solid Waste Management Improvement Project
Title: Project Assistant
Duration: 12 months, with a possibility of extension up to 30 months
Duty station: Baku, domestic travel will be required

The Project Assistant (PA) assists the Project Manager in the project's day-to-day activities. The PA is responsible for all administrative (contractual, organizational and logistical) and all accounting (disbursements, record-keeping, cash management) matters under the project. The Project Assistant works under the direct supervision of the Project Manager.

Duties and Responsibilities

Duties and responsibilities of the Project Assistant are as follows:

- Set up and maintain project files;
- Collect project related information data;
- Administer Project Board meetings;
- Organize all Project Management Team (PMT) initiated events (workshops, working group meetings, stakeholder consultations, etc.);
- Compile and/or prepare the documentation necessary for the procurement of services, goods and supplies under the project;
- Compile, copy and distribute all project reports;
- Assist in the financial management tasks under the responsibility of the Project Manager;
- Draft quarterly cash flow projections based on the agreed project work plan;
- Prepare the project's Financial Reports as required by UNDP/NEX guidelines;
- Prepare payments requests to UNDP, maintain payments supporting documentation in impeccable order;
- Provide logistical support to the Project Manager and project consultants, as required;
- Monitor technical activities carried out by responsible parties;
- Ensure that financial and reporting requirements of UNDP and the national legislation, where relevant, are adhered to;
- Provide general administrative support to ensure the smooth running of the PMT;
- Provide support in the use of Atlas for monitoring and reporting;
- Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
- Provide oral interpretation and written translation as required;
- Act on telephone inquiries, fax and e-mail transmissions, and co-ordinate appointments;
- Arrange duty travel;
- Perform any other administrative/financial duties as requested by the Project Manager.

Qualifications:

- University degree required (Business Administration preferred).
- Fluency in written and spoken English and Azeri.

- Ability to cope with spreadsheets and book-keeping skills. Excellent computer literacy (Word, Excel, Internet, PowerPoint).
- Outstanding time-management, organizational and inter-personal skills.
- Previous work on international projects/organizations would be an asset.