**TERMS OF REFERENCE**

**PROJECT ASSISTANT**

**Hiring Office:** UNFPA Turkmenistan Country Office

**Purpose of consultancy:**

The Project Assistant provides support to the Gender portfolio consisting of a number of activities including the Turkmenistan part of the regional project “Strengthening national capacities to improve prevention of, and responses to Gender-Based Violence (GBV) in Central Asia” and support in the provision of regional deliverables such as compilation of financial reports and administrative/logistics arrangements. The Project Assistant will provide support in planning, implementation, monitoring and reporting under the Turkmenistan project. The Project Assistant will work in a collaborative manner with the UNFPA Country Office’s programme and operations staff, UNFPA country offices in Central Asia and main stakeholders.

**Scope of work:**

*(Description of services, activities, or outputs)*

- **Administrative management:**
  - Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work plans;
  - Maintain project correspondence and communication;
  - Collect, register and maintain all information on project activities;
  - Contribute to the preparation and implementation of progress reports;
  - Maintain schedule of meetings and support all logistics arrangements and draft meeting minutes;
  - Maintain filing system;
  - Prepare routine correspondence, Note Verbale, memoranda etc.
  - Provide support to international consultants in the implementation of their tasks for the achievement of activity results (communication, contracts, agenda, visas, hotel reservations, etc as relevant);
  - Assist in logistical organization of meetings, training and workshops;

- **Financial management:**
  - Assist in the preparation of payments requests for operational expenses, etc. against project budgets and work plans;
  - Support the preparations of project work-plans and operational and financial planning processes;
  - Prepare proposals for budget revisions;
  - Prepare and submit expenditure and programme budget status reports;
  - Advise and assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
  - Undertake other financial and administrative tasks on an ad hoc basis.

- **Procurement:**
  - Assist in procurement and recruitment processes; assist relevant staff in the preparation of ToRs for the consultants;
  - In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
  - Create and manage e-requisitions in ATLAS;
  - Perform other duties as assigned.

**Duration and working schedule:**

From 15 May till 31 December 2020

**Place where services are to be delivered:**

Turkmenistan CO

**Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):**

n/a

**Monitoring and progress control, including reporting requirements, periodicity format and deadline:**

n/a

**Supervisory arrangements:**

Under the overall guidance and supervision of UNFPA PD and Gender Programme Analyst

**Expected travel:**

As needed

**Required expertise, qualifications and competencies, including language requirements:**

- **Academic Requirements:**
  - Completed secondary level education required. First level university degree in social sciences, international relations, law, demography, development studies, gender/women’s studies or related fields is desirable.

- **Experience:**
  - Minimum 3 years of progressive professional experience in the public or private sector.
- Sector in administrative and operational support for project implementation. Prior experience in working with/or for international organizations is an advantage.
- Experience coordinating and liaising with government agencies and donors is an asset.

**Languages:** Fluency in English, Russian and Turkmen

**Computer skills:** Proficiency in current software applications

**Other:** Excellent communication skills, accuracy, ability to work in a team

| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | Office space, desk, IT equipment, stationery. |