

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	Country Office Representative Office
Purpose of consultancy:	As the key administrative support to the Country Representative, an individual consultant- Personal Assistant to the Representative will be responsible for maintaining full confidentiality, upholding protocol, managing information flow and following up on deadlines and commitments. She/he will also facilitate knowledge building and management; provide logistical support; support communications; and coordinate secretarial services.
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Effective and efficient operation of the Representative's office:</p> <ul style="list-style-type: none"> • Ensure optimal communication flows between the Representative and the staff of the CO, as well as external counterparts. In consultation with other CO personnel, responding to requests for information, in a timely, discrete manner. • Prepare documentation and presentations, including correspondence, briefs and reports, and researching and collating material to meet the Representative's needs for official trips and high level meetings. • Managing the Representative's calendar and schedule of appointments; receiving high-ranking visitors/officials; and preparing and following up on meeting minutes. • Managing all aspects of the Representative's travel arrangements, including maintaining appropriate files and reports • Maintain and follow protocol procedures and the safety measures of the Representative. • Facilitate and prepare briefing documents for the Representative's appointments, meetings and missions. • Maintain databases of high-level partners and telephone lists (Diplomatic Corps, United Nations Agency, Government list; NGOs, Civil Society, etc.). • Prepare correspondence, instructions, comments from the Representative for her signature and follow-up as necessary. • Ensure compliance and completeness of any mail/document submitted for the signature or clearance of the Representative, correct any errors detected and ensure that all reference documents are attached. • Draw the Representative's attention to important/urgent documents in case of need to meet deadlines. • Provide any necessary assistance to UNFPA staff and partners during various missions, meetings, conferences and events. <p>Support effectively the flow, dissemination and availability of information</p> <ul style="list-style-type: none"> • Sort/select incoming and outgoing correspondence from the Representative. • Support the organization and maintenance of the Representative's filing system (physical and electronic in IDocs). • Ensure the secretariat of general staff meetings, follow up on deadlines, decisions and actions taken, and to coordinate the compilation of data and/or submission of reports to the Representative. • Submit on time for clearance/signature of the Representative, request and documents from Operations and Programme Teams and the Implementing Partners. <p>Facilitate and promote knowledge management:</p> <ul style="list-style-type: none"> • Share with staff documentations and knowledge products under the guidance provided by partners and headquarters. • Support Programme Teams to develop and produce CO knowledge products, and maintain networks of knowledge institutions, academia, etc. for knowledge sharing. <p>Other:</p> <ul style="list-style-type: none"> • Act as a back-up on selected functions to other Programme Associates during their absence. • Carry out any other duties as may be required by the supervisor.

Duration and working schedule:	Full Time – 06 months				
Place where services are to be delivered:	UNFPA, Namibia Office				
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	10 March 2023 – 10 August 2023				
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Consultant will be working under the direct supervision of the UNFPA Representative, Namibia CO				
Supervisory arrangements:	Consultant will be reporting to the UNFPA Representative, Namibia CO				
Required expertise, qualifications and competencies, including language requirements:	<p>Knowledge and Experience:</p> <ul style="list-style-type: none"> • 2 years of relevant experience in executive office support, administration and/or programme. • Some experience in research assistance. • Strong interpersonal and organisational skills. • Proactiveness, emotional intelligence. • Computer literacy - Word, Excel, Power-point, etc., and knowledge of spreadsheet and database packages, experience in handling of web based managements system; • Strong written and verbal communication skills. <p>Languages: Fluency in English (oral and written).</p>				
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>Required Competencies</p> <table border="1"> <tr> <td> <p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change </td> <td> <p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and workflow • Planning, organising and multitasking </td> </tr> <tr> <td> <p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact </td> <td> <p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment </td> </tr> </table>	<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and workflow • Planning, organising and multitasking 	<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact 	<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus, • Engaging in internal/external partners and stakeholders, • Leading, developing and empowering people, creating a culture of performance • Making decisions and exercising judgment
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	Consultant to work from UNFPA, Namibia Country office. Consultant would be provided Computer system				
Other relevant information or special conditions, if any:					
Signature of Requesting Officer in Hiring Office:					

