

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE : ADMINISTRATIVE ASSOCIATE	
Hiring Office:	Tanzania Country Office
Purpose of consultancy:	The Administrative Associate delivers quality services in HR, administration and procurement to internal and external clients mastering all relevant rules, guidelines, processes and procedures. S/he takes a client-oriented results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the CO and UNFPA-supported projects. S/he supervises clerical and support staff.
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> <li>• Adapts processes and procedures, anticipates and manages operational requirements of programme/ project inputs under national execution in terms of personnel, sub-contracts, equipment, fellowships, study tours, and other programme and project-related events to facilitate programme/ project delivery.</li> <li>• Prepares and monitors the administrative budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Proposes procedures to improve internal controls and efficiency and respond to audit issues.</li> <li>• Manages recruitment and selection process applying best practice HR tools and mechanisms, advises and briefs managers and project personnel on different types of contractual modalities, coordinates the performance appraisal process and advises on performance issues.</li> <li>• Implements corporate systems and applications in support of finance and human resource management and country office operations, creates systems and mechanisms for effective management of UNFPA resources, and advises and trains project staff.</li> <li>• Reviews procurement requests and initiates procurement procedures for office and project equipment, supplies and services in a transparent and cost-effective manner; recommends procurement decisions. Contributes to the smooth running of the office by ensuring provision and maintenance of services and supplies following-up processes and maintaining up-to-date inventory and records.</li> <li>• Reviews and prepares material for common system activities relating to common services and premises, cost recovery, privileges and immunities, entitlement and salary surveys, security etc.</li> </ul>
Duration and working schedule:	From 15 <sup>th</sup> February 2022 for a period of 8 months
Place where services are to be delivered:	Dar Es Salaam
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	From 15 <sup>th</sup> February 2022 for a period of 8 months, physical
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	At the end of the contract the consultant will be assessed
Supervisory arrangements:	He/She will be under the direct supervision of the International Operations Manager
Expected travel:	When need arises then it will be scheduled then
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <p>Completed Secondary Level Education required. First level university degree desirable.</p> <p><b>Knowledge and Experience:</b></p> <ul style="list-style-type: none"> <li>• Seven years of relevant experience in administration, finance or office management.</li> <li>• Proficiency in current office software applications and corporate IT systems.</li> </ul>

	<p><b>Required Competencies:</b></p> <p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>. Values guiding principles</li> <li>. Developing people</li> <li>. Building and Managing relationships</li> <li>. Personal Leadership and Effectiveness</li> </ul> <p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Business acumen – Applies the results of analysis and sound business judgment to make timely decisions by analyzing the environment, and identifying issues, opportunities, and risk factors. Actively keeps up-to-date with best business practices and provides quality control over projections.</li> <li>• Implementing management systems – Leads implementation of corporate management systems and designs appropriate systems and applications in support of UNFPA's programme and administrative operations by researching best practices, refining and enhancing existing systems and identifying and recommending remedial measures to address problems.</li> <li>• Client orientation – Contributes to positive outcomes for the client, anticipating and addressing his/her needs and concerns. Uses discretion and flexibility in interpreting rules to meet client needs and seeks feedback on service provision. Creates an enabling environment for a smooth relationship between client and service provider.</li> </ul> <p><b>Languages:</b></p> <p>Fluency in English is required. Depending on the duty station, a working knowledge of another UN language such as French, Spanish, Arabic, Chinese or Russian may be required.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Support services, office space, equipment will be provided
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office: International Operations Manager</p> <p>Date: 26.01.2022</p>	

### **How to Apply:**

Applicants are kindly requested to send their P11 form along with a cover letter to UNFPA's Office in Dar es Salaam by e-mail to [tanzania.office@unfpa.org](mailto:tanzania.office@unfpa.org) by 08 February 2022. Please indicate clearly in the cover letter the post title, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only the short-listed candidates will be contacted.