



United Nations Office on Drugs and Crimes

Terms of Reference

Project Assistant

Project Number and Title: *BDIT42-* “Strengthening the criminal justice response to human trafficking in Burundi”

Title of Post: Project Assistant

Level: SB – 3

Type of contract: Service Contract

Duty Station: Bujumbura, Burundi

Duration: 1 year initially*

Duties and responsibilities

Under the supervision of the National Project Manager, the incumbent will carry out the following tasks:

- Provide administrative support in accordance with the project document;
- Undertake all administrative matters relating to the organisation of meetings, trainings and conferences, including securing and arranging meeting venues, arranging participants’ travel and other administrative arrangements;
- Organise all travel related to the project including transportation, accommodation and DSA;
- Assist the National Project Manager in the timely preparation of relevant papers and documents for meetings, seminars, workshops and conferences and in the finalization of related reports;
- Undertake administrative action related to the procurement of equipment and services including preparation of purchase orders, contracts for consultants, related payment requests, and monitoring and follow-up on such requests;
- Liaise with UNDP on relevant administrative and financial matters;
- Maintain a record of actual expenditures and assist the National Project Manager in carrying out financial controls of the project including monitoring of expenditures against budget allocations, and in the preparation of financial reports;
- Assist the National Project Manager in the preparation of budget revisions;
- Draft and finalise correspondence, reports and documents ensuring correctness of style and compliance with UN procedures and standards;

* Project may be extended subject to the availability of sufficient funding.

- Organise both incoming and outgoing correspondence, including the establishment of a physical and electronic log/registry system and filing;
- Manage correspondence for priority action, notification of deadlines and acting on routine matters;
- Arrange and maintain a calendar of appointments and prepare travel plans for missions;
- Maintain a contact list/database;
- Answer telephone enquiries, directing them to the National Project Manager as appropriate;
- Perform such other tasks as required.

Qualifications

- Diploma in secretarial studies, administration, or similar educational background. A degree will be an advantage;
- Previous work experience in a similar position;
- Prior experience in working with the United Nations, including familiarity with United Nations (incl. UNDP) administrative and financial rules and procedures, is preferred;
- Excellent organisation skills, ability to work independently, accurately and meticulously and to deliver efficient quality outputs;
- Ability to manage large volumes of work under time pressure is essential;
- Excellent computer skills and experience with Microsoft Office and other computer programmes;
- Good communication skills and ability to work as part of a team;
- Fluency in spoken and written English and French.

Applications (including a CV, P.11, cover letter, certified copies of diplomas and certificates of service with mention "**Confidential – Project Assistant / UNODC** ") must be delivered by 28 August 2009 at 1.00 pm at :

**Programme des Nations Unies pour le Développement (PNUD)
Green Building
4470, Avenue de la Chaussée du Peuple Murundi
Bujumbura
Burundi**

More information about the UNODC can be found on <http://www.unodc.org//>.