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**TERMS OF REFERENCE**  
**(Individual Contractor Agreement)**

**Title:** ADMINISTRATIVE ASSISTANT  
**Project:** [Guyana - Green State Development Strategy (GSDS)]  
**Duty station:** [Panama , Panama ]  
**Section/Unit:** UN environment  
**Contract/Level:** LICA 5  
**Supervisor:** Adriana Zacarias Farah, Ms. Regional Project Coordinator Resource Efficiency

**1. General Background**

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

The United Nations Environment Programme (UN Environment) established in 1972, is the voice for the environment within the United Nations system. UN Environment acts as a catalyst, advocate, educator, and facilitator to promote the wise use and sustainable development of the global environment. Its mandate is to be the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimensions of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UN Environment's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

The regional office for Latin America and the Caribbean (ROLAC), located in Panama City, works closely with the 33 countries of the region - including 16 small island developing States - with a population of about 588 million people. The office works to serve the needs of the region and its activities are integrated into the work programmes approved by the United Nations Environment Assembly of UN Environment (UNEA).

UN Environment provides guidance and support to interested stakeholders, including businesses, industries and other major groups, in their efforts to develop strategies, programmes, projects and initiatives to increase resource efficiency and move towards sustainable development.

The Co-operative Republic of Guyana is committed to developing a Green Economy to ensure the sustainable management of its natural resources, and to balance economic growth with preservation of the country's environmental treasures for generations to come. Guyana's commitment to green growth has been demonstrated by its pioneering environmental international partnerships and its status as a signatory to the Paris Agreement on Climate Change. To support a comprehensive approach to implementing policies and programmes that support a Green Economy, the Co-operative Republic of Guyana, in cooperation with the United Nations Environment Programme (UN Environment), is undertaking a consultation process to create a Green State Development Strategy (GSDS) to guide Guyana's economic and social development. It will lay the foundation for inclusive green economic growth, provide a roadmap for achieving sustainable development targets, and outline a long-term vision for a prosperous and equitable future.

The GSDS will integrate relevant commitments adopted under Guyana's international agreements. In particular, the strategy will be aligned with the *Agenda 2030 for Sustainable Development and the Sustainable Development Goals* with the objectives of the country and the well-being of all Guyanese. Funding for the project will come from the Guyana REDD+ Investment Fund (GRIF).

This project will be implemented and managed by UN Environment under the leadership of the Minister of the Presidency. UN Environment will be working closely with partners and UN agencies, including the UN Country Team and other non-resident agencies. The selected candidate (G5) will be supporting the administrative work for the Project on Guyana Green State Development Strategy.

## **2. Purpose and Scope of Assignment**

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

Under the supervision of the Resource Efficiency Regional Coordinator, the Administrative Assistant will be responsible for the following duties:

### **HUMAN RESOURCES MANAGEMENT:**

- Initiates, processes, monitors, reviews and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.
- Enters, maintains, and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Reviews entitlements-related claims and reports.
- Provides advice and guidance to staff with respect to administrative procedures, processes, and practices, liaising with central administrative services as necessary.
- Maintains and reviews organizational staffing tables; prints and reviews UMOJA reports.

### **BUDGET AND FINANCE:**

- Monitors status of expenditures and allotments through UMOJA, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of budget performance submissions.
- Prepares statistical tables and standard financial reports.

**GENERAL ADMINISTRATION:**

- Prepares processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

**3. Monitoring and Progress Controls**

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

**4. Qualifications and Experience**

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

**a. Education** (Level and area of required and/or preferred education)

- A first level university degree is required preferably in business administration, administration, finance, accounting, human resources or related areas.
- High school diploma or equivalent is required plus additional years of experience (+4) may be accepted in lieu of the bachelor's degree.

**b. Work Experience**

(List number of years and area of required work experience. Clearly distinguish between required experience and experience, which could be an asset.)

- Minimum 1 year of professional experience in one or more of the following areas: (or more depending on the academic credentials / education) in administrative service, finance, accounting, human resources.

**c. Language**

- Fluency in Spanish is required.
- Fluency in English is required
- Knowledge in French language is a plus.

**c. Key Competencies**

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date