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

Title: Project Management Support - Senior Assistant
Project: Sint Maarten Rule of Law Facilities - Phase 1
Duty station: Sint Maarten/ Applicant must be a resident of Sint Maarten with a right to work in the country.
Section/Unit: LCR, LCPC, Saint Lucia
Contract/Level: Local ICA, Level 5 Ongoing- Thirteen(13) months subject to organizational requirements, availability of funds and satisfactory performance.
Supervisor: Senior Project Manager

1. General Background

UNOPS mission is to serve people in need by expanding the capacity of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner. Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from the construction of schools and hospitals, to procuring goods and services and training local personnel. UNOPS works closely with Governments and communities to ensure increased economic, social and environmental sustainability for the projects we support, with a focus on developing national capacity.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices in development, humanitarian and peacebuilding contexts, always satisfying or surpassing partner expectations.

With over 7,000 personnel spread across 80 countries, UNOPS offers its partners the logistical, technical and management knowledge they need, wherever they need it. A flexible structure and global reach means we can quickly respond to our partners' needs, while offering the benefits of economies of scale.

Background Information – LCR

Latin America and the Caribbean Regional Office

Based in the United Nations regional headquarters in Panama City, the Latin America and the Caribbean Regional Office supports UNOPS operations and project centres across the region, providing financial oversight of projects, procuring goods and services and managing human resources. The office helps ensure that projects are executed to the highest standards, providing a shared knowledge base and ensuring that best practices and lessons learned are disseminated among projects.

Dutch and English Caribbean (LCPC)

UNOPS Latin American and Caribbean Region (LCR) established a Project Centre for the Dutch and English Caribbean in St. Lucia (LCPC) in 2016. From that Centre UNOPS has implemented a number of infrastructure, technical advisory and procurement projects in the sub-region. This project is part of the portfolio of projects being implemented by the LCPC in the sub-region.

2. Purpose and Scope of Assignment

Under the guidance and supervision of the Senior Project Manager based in Sint Maarten, and in close collaboration with the remainder of the project team, the Project Management Support - Senior Associate provides project and administrative support to the project, ensuring high quality, accuracy and consistency of work. The Project Management Support - Senior Associate promotes a client-oriented approach consistent with UNOPS rules and regulations. He/she is expected to meet and exceed the organization's performance and delivery goals.

The following are specific duties to be carried out:

Project Management Support

- Assist the Project Manager in the preparation of project reports and documents, ensure compliance with contractual obligations and UNOPS policies, processes and procedures
- Contribute to the day-to-day project correspondence, information sharing and filing, ensuring that appropriate follow-up actions are taken
- Assist in tracking expenditure and inform the Project Manager to revise budgets when required (realignment and amendment)
- Monitor project budget and financial expenditure and all administrative procedures in line with the work-plan.
- Establish an effective network and exchange of information with internal partners

Administration Support

- Provide administrative support for the management of travel, preparation of travel authorizations (Travel Authorization – TA), processing of Travel Expense Claims (TECs), management of airline tickets and hotel reservations, as required.
 - Provide reliable administrative and logistical support to plan and carry out meetings including the scheduling and administration of video conference calls (through Google and other means), preparation and circulation of meeting agendas, preparation of minutes and related record keeping
 - Assist in preparing project reports, briefings, and presentation materials
 - Assume the role of custodian for management of office supplies including maintenance of stock list or stationery, distribution of stationery as required by staff and keeping a log of distribution
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- Understand and carry out duties related to the HR administration in order to support project members in the preparation of requests for leave and other HR administrative tasks

Procurement Support

- Prepare, process, source, and dispatch purchase orders for goods and services, including recording of contracts in oneUNOPS relating to Service Contracts, Travel request and non-Payroll related orders.
- Enter the Receipt document in oneUNOPS, to confirm delivery/receipt of goods or services.
- Create vendors profiles and maintain vendor records.

Records and Filing

- Ensure proper maintenance and safe and secure storage of all office equipment and property
- Establish and maintain accurate inventory lists and adequate property records
- Receive, document and file of all incoming correspondence, invoices and notifications
- Assume responsibility for the delivery of internal documents and external letters (copy of records and proof of delivery)
- Facilitate reference numbers for memos, letters and documents.
- Control and maintain the filing system in a timely manner, ensuring safekeeping of confidential documents.
- Maintain relevant hard copy and electronic records and files in line with UNOPS policy
- Prepare a wide variety of reports, documents, correspondence and communications when required.
- Perform any other tasks as assigned by the supervisor

3. Monitoring and Progress Controls

- Performance evaluation

4. Qualifications and Experience**a. Education**

- Secondary School Diploma or equivalent is required
- Bachelor's degree in Business Administration, Public Sector, Management or related field is desirable and may replace some years of experience.

b. Work Experience

- Minimum of five (5) years of progressive experience in the area of Administration or less according to education level.
 - Good knowledge of financial and administrative rules and regulations.
 - Familiarity with UN rules and procedures is an asset.
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- Strong IT skills, and knowledge of oneUNOPS are assets.
- Proficiency in GSuite is an asset.

c. Language

- Fluency in written and spoken English is required.
- Fluency in Dutch and/ or Papiamentu is highly desirable
- Working knowledge of Spanish is desirable

d. Key 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