UN-REDD Sri Lanka Programme: Supporting the REDD+ Readiness Process

**Terms of Reference**

**Administrative Assistant**

**Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in January 2012 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, the Sri Lanka is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly identified by UN-REDD and the Forest Carbon Partnership Facility (FCPF) of the World Bank. The national programme will thus contribute to ensuring that Sri Lanka is prepared to effectively participate in the REDD+ mechanism resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD programme in Sri Lanka is “support the Government of Sri Lanka in catalyzing the establishment of key mechanism and process and development of capacities, required to implement REDD+.” This objective will be secured through the following five Outcomes:

(i) National Consensus reached on the Sri Lanka REDD + programme;

(ii) Management Arrangements contributing to the National REDD+ Process defined;

(iii) Improved Stakeholder Awareness and Effective Engagement;

(iv) National REDD+ Strategy and Implementation Framework developed:

(v) Forest Monitoring System for REDD+ Activities developed.

To implement the national programme, a UN-REDD Programme Management Unit (PMU) will be established at the Forest Department (FD) of the Ministry of the Environment. The PMU will be led by a Programme Manager (PM) who will support FD to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Project Director.

To provide administrative management support to the programme, an Administrative Assistant (AA) will be recruited and based at the PMU. The AA will be part of the PMU and will report to the Programme Manager (PM).

**Objectives**:

Under the guidance of the PM, the AA shall be responsible for providing administrative support to the programme, ensuring the smooth functioning of administrative systems established by the programme. He/she is responsible for the accuracy and appropriateness of record keeping; maintaining the files and data/records according to administrative procedures.

**Specific responsibilities are as follows**:

* Establish administrative systems and procedures consistent with the government’s and UN’s existing guidelines for project staff, consultants and subcontractors;
* Develop and implement a proper archiving system for all programme and administration related files, reports and correspondence for easy access and future reference;
* Maintain an updated inventory of all supplies and equipment and prepare guidelines for the proper use and maintenance of office equipment and properties;
* Facilitate travel and transportation requirements of the programme staff and other stakeholders involved in the Programme;
* Assist with recruitment of programme staff, and procurement of goods and services and ensure applicable rules and regulations are followed;
* Prepare and process administrative reports required by the UN Organizations;

**Expected Results/Deliverables**

* Detailed SOPs for administrative management system and procedures;
* Relevant files and documents for administrative purposes;
* Monthly, quarterly and annual administrative reports.

**Recruitment Qualifications:**

Education: A degree in Bachelor of Business Administration, Management and/or other Professional Qualifications in the above areas.

Experience: A minimum of 5 years experience in project management/administration/office management; knowledge of UN administration procedures is an advantage; excellent computer skills, including proficiency in the use of basic office software packages, electronic email and experience in handling web-based communications and management systems.

Language Requirements: Proficient in English language, spoken and written.

**Duration:** One year, renewable for duration of the Programme

**Duty Station:** Colombo

**Expected Places of Travel (if applicable):** Minimal (in-country only)

**Remuneration:** To be determined depending on qualifications