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

**Terms of Reference**

**Project Secretary**

**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). 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 secretarial support to the programme, a Project Secretary (PS) will be recruited and based at the PMU. The PS will be part of the PMU and will report to the Programme Manager (PM).

**Objectives**:

Under the guidance of the PM, the PS shall be responsible for providing secretarial support ensuring the smooth functioning of the programme. He/she is responsible for the frequent liaison with project’s internal and external stakeholders and maintaining a high level of courtesy at all times.

**Specific responsibilities are as follows**:

* Provide necessary assistance in the operational management of the project according to the project document
* Prepare correspondence on administrative and program matters pertaining to the Project Office responsibilities
* Undertake all preparation work for procurement of office equipment, stationery and support facilities as required
* Provide support in preparing project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions
* Logistical arrangements including visa, transportation, hotel bookings for project staff, consultants and guests
* Assist in preparation of project work plan and reports
* Be responsible for project filing system. This includes setting up the filing system, numbering and sorting all incoming and outgoing correspondence
* Prepare regular list of events for sharing of information with project staff and externally
* Take care of project telephone, fax, and email system
* Assist with project communication activities, including publications
* Assist with preparation of TORs and contracts for consultants/experts for project activities

**Expected Results/Deliverables**

* Functioning telephone, fax and e-mail systems
* Well-maintained diary and event calendar for the PM and staff
* Up-to-date files, meeting minutes and other forms of records

**Recruitment Qualifications:**

Education: University degree in English language, administration or related fields

Experience: At least four (04) years of working experience in the positions of secretary or interpreter/ translator for foreign funded environmental projects

Good secretarial skills and good organizational capacity

Knowledge in administrative procedures of the Government

Good computer skills in common word processing (MS Word), spreadsheet (MS Excel)

Knowledge of negotiation and experience in working with UN agencies and international organizations is an advantage

Language Requirements: Good command of both written and spoken English

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

**Duty Station:** Colombo

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

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