

TERMS OF REFERENCE FOR ADMINISTRATIVE ASSISTANT

RURAL LIVELIHOODS' ADAPTATION TO CLIMATE CHANGE IN THE HORN OF AFRICA II (RLACC II) SOMALIA FUNDED BY AFRICAN DEVELOPMENT BANK/ GLOBAL ENVIRONMENT FACILITY (GEF)

1. Introduction

IGAD is one of the Regional Economic Communities (RECs) of the African Union. IGAD was initially created in 1986 as the Intergovernmental Authority on Drought and Development (IGADD) to coordinate the efforts of the Member States in combating desertification and promoting efforts to mitigate the effects of drought. Whereas IGAD Climate Prediction and Applications Centre (ICPAC) is a Specialised Institution of IGAD with the mission fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa.

The creation of ICPAC highlights the importance of understanding drought in development planning in the GHA and also implies the wider responsibility for early warning, climate related risks and the implications of climate change. The centre is mandated to provide timely climate early warning information and support specific sector applications to enable the region cope with risks associated with climate variability and change, and also provide climate applications for poverty alleviation, environment management and sustainable development. ICPAC now serves eleven countries, including eight IGAD members namely, Djibouti, Eritrea, Ethiopia, Somalia, Sudan, Kenya, Uganda and South Sudan as well as other beneficiary countries of Tanzania, Rwanda and Burundi.

2. Project Background

The Rural Livelihood's Adaptation to Climate Change in the Horn of Africa – Phase II (RLACC II) is a multinational program that covers Somalia and Sudan. The program is country-driven and will be implemented through two Country Projects in Sudan and Somalia. The Somalia project targets the regions: Puntland (Bari and Nugaal), Somaliland (Awdal) and South Somalia (Galguduud and Hiiraan).

The project is expected to improve the resilience of pastoral and Agro-pastoral communities to climate change in the HoA through: (i) introducing of adaptation strategies to reduce the negative impacts of climate change and strengthen the capacity of pastoral/Agro-pastoral households to cope with climatic hazards, (ii) enhancing the capacity of communities to not only absorb shocks, but to also effectively adapt their livelihoods to harsher climatic conditions, (iii) helping pastoral and Agro-pastoral households manage drought risks, (iv) supporting community-led initiatives to protect, conserve and restore natural resources in a sustainable and climate-resilient manner, (v) strengthening the participation of pastoral communities in planning and implementing activities pertaining to their development.

3. Project development goal: Enhance pastoralists livelihoods through climate

change resilient infrastructures and capacity building of communities and government institutions.

The project has secured a grant for a period of four years from the African Development Bank, Global Environment Facility (AfDB/GEF) and some of the money will be used to establish a Project implementation unit with the Positions of Project Coordinator, Climate Change Adaptation Expert, Accountant, Monitoring and Evaluation Officer, Procurement Officer and Administrative Assistant.

It's against that background that ICPAC seeks to recruit for the position of Administrative Assistant to support the implementation of the project.

4. Objective of the position

The objective of the assignment is to increase the efficiency of the office management as well as to provide all the necessary support to the PIU.

5. OUTPUTS

The expected outputs of the Administrative Assistant are:

- (i) an office data management system, proper filing system;
- (ii) well-managed petty cash system, transport service, office management and office supplies;
- (iii) provide administrative staff support;
- (iv) manage daily administrative operations of the project;
- (v) proper management of assets/properties, documents, minutes/reports and related knowledge and information outputs

6. DUTIES

6.1 General

- a) The Admin Assistant shall report to the Project Coordinator;
- b) Under the general guidance of the Project Coordinator the Admin Assistant will provide and manage day-to-day operations of the project.

6.2 Specific Duties & Responsibilities:

The Administrative Assistant shall undertake tasks that include but are not limited to the following:

- a) Assist the Project staff with operational support activities as a liaison with ICPAC concerned units in resolving day-to-day administrative matters;
- b) Schedule and coordinate meetings and missions, events, travel and accommodations arrangements and/or other similar activities;
- c) Establish, maintain and update operational files, databases, and records ensuring that ethical and legal guidelines are maintained;

- d) Produce general memoranda, presentations and reports as directed by the Project Coordinator.

7. MINIMUM QUALIFICATIONS & EXPERIENCE:

The applicant should possess:

- a) Minimum: Higher National Diploma/BA. or equivalent with a major in a relevant in Social Science (Business management, public administration, and related);
- b) At least 5 years' experience directly related to the duties and responsibilities specified
- c) State-of-the-art knowledge of the concepts, principles and practices of office management;
- d) Strong communication skills and persuasiveness in presenting, negotiating and resolving administrative and staff issues, both orally and in writing in English;
- e) Strong interpersonal skills and orientation as a team member;
- f) Ability to deal sensitively and build effective working relations with clients and colleagues.

8. Reporting

The Selected candidate will report to the Project Coordinator in Nairobi, Kenya.

9. Remuneration

Negotiable within the IGAD project salary Scale and policy

10. Contract Duration

Two (2) years (1 Year, Renewable, Performance Based Contract)

11. Work Station

The Administrative Assistant will be based in Nairobi Kenya with travels to Somalia.

12. How to Apply

Send your Cover Letter, Detailed Curriculum Vitae and Scanned Copies of Certificates to the following Address:

IGAD Climate Prediction and Application Centre (ICPAC)
Kenya Meteorological Department Compound
Ngong Road, Dagoretti Corner
Nairobi, Kenya
P.O. Box 10304 GPO 100 Nairobi, Tel (+254) 20-3514426,
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