

**TERMS OF REFERENCE**

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| **Personal Assistant to the UNFPA Representative, Gambia: Individual consultant** |
| Hiring Office | **UNFPA-Gambia CO** |
| Purpose | Key administrative support to the UNFPA Representative, Gambia CO |
| Background | UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA’s strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction. UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.  |
| Scope of work:*(Description of services, activities, or outputs)* | The PA will be responsible for the main tasks outlined below:* Ensure optimal communication flows between the Representative and the staff of the CO, as well as external counterparts.
* In consultation with other CO personnel, responding to requests for information, in a timely, discrete manner
* Quality assures documentation and presentations, including correspondence, briefs, statements and briefing notes submitted by CO staff to the representative.
* Review, reports, and undertake researches and collate materials to meet the Representative’s needs for official trips and meetings.
* Undertake logistical administrative and financial arrangements in consultation with the Operations Focal Point, for meetings, workshops and official events organized by the Office, including taking minutes.
* Manage the Representative’s calendar and schedule of appointments; receiving high-ranking visitors/officials; and taking minutes as required and following up actions, as required and appropriate.
* Manage all aspects of the Representative’s travel arrangements, including maintaining appropriate files and reports of the Representative’s Office in coordination with the Programme associate
* Facilitate for hotel booking and other logistic arrangement for all official events.
* Provide support to travel and low value procurement activities for the office.
* Establish, maintain, and update databases and contact details; and Client Relationship Management of high-level partners and key stakeholders (Diplomatic Corps, United Nations Agencies, Government, NGOs, Civil Societies, Private sector partners, etc.).
* Assist in the preparation and finalization of the Office Management Plan, including missions, travel plans, office calendar, leave plan and bookings of meeting rooms, coordinating with administrative and programme assistants.
* Support to advocacy and Implementation of the CO’s resource mobilization strategy by compiling relevant background materials for use in discussions and public events.
* Performing any other activity as required by the Representative in order to assure the success of the work team in support of the UNFPA mandate and strategy
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| Duration and working schedule: | The initial consultancy will last for a period of 6 months. Start date will be determined upon completion of the recruitment process. |
| Place where services are to be delivered: | Gambia.  |
| Supervisory arrangements:  | The Consultant will work under the direct supervision of the CO Representative.  |
| Expected travel: | No anticipated travel  |
| Required expertise, qualifications and competencies, including language requirements: | The applicant must meet the following conditions:Knowledge* Five years of relevant experience in administration.
* Some experience in research assistance.
* Strong organizational skills.
* Strong interpersonal skills to build relationships with key stakeholders
* Proficiency in current office software applications and corporate IT financial systems.
* Good written and verbal communication skills.
* Previous experience in the UN or in organizations related to UNFPA mandate is an advantage;
* Having good network within the development community is an asset;
* Proactive and have good emotional intelligence.

Languages:* Fluency in English is a requirement. knowledge of other official UN languages, is desirable.

Required CompetenciesValues:* Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change

Functional Competencies:* Providing logistical support
* Managing data
* Managing documents, correspondence and reports
* Managing information and work flow
* Planning, organizing and multitasking

Core Competencies:* Achieving results,
* Being accountable,
* Developing and applying professional expertise/business acumen,
* Thinking analytically and strategically, working in teams/managing ourselves and our relationships,
* Communicating for impact
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| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA provides a work environment that reflects the values of gender equality, teamwork, Embracing diversity in all its forms, integrity and a healthy balance of work and life.We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities. You will be provided with all the working tools you need to perform in this position, such as laptop, mobile phone, internet  |
| Other relevant information or special conditions, if any: | All office equipment will remain the exclusive property of UNFPA and should be returned as soon as your contract expires. COA: Project:, ……………Activity:…………Fund Code:………Dept:……….IA:……….. |
| Signature:Date:  |