



MINISTRY OF AGRICULTURE
Republic of Liberia
Gardnersville, Somalia drive
Monrovia, Liberia



Rural Economic Transformation Project (RETRAP)
LOAN #: P175263

TERMS OF REFERENCE FOR ADMINISTRATIVE ASSISTANT

Post Title: Administrative Assistant

Location of Post: Program Management Unit, Ministry of Agriculture, Monrovia, Montserrado, with extensive travel to project counties.

Contract Duration: 2 years 'contract, renewable based on agreed satisfactory performance targets and deliverables

Reports to: Operations Manager

Recruitment: National Position

Background

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years

Scope of Services:

PIU administrative tasks shall be handled by the Administrative Assistant under the direct supervision of the Operations Manager. The administrative rules and procedures adopted by the PIU are derived from the policies, guidelines and work methods commonly used by organizations in the context of development Project financing (Sample Contracts for PIU staff, Travel Authorization Form, Expense Claim Form and Code of Conduct are attached as per the Project Implementation Manual.

Task and Responsibilities

The Administrative Assistant role and responsibilities include but are not limited to the following:

Conduct and manage administrative systems to include all transactions and processes concerning the management of documents and files, and assets of the Project.

The management of documents and files pertaining to Project personnel or assets and ensure Staffs sign in and out in the attendance register.

Ensure that staff who are absent unless for medical reasons, staff may only be absent from work with the prior consent of their direct supervisors and the approval of the Operations Manager.

Supervise office assistant, Drivers and cleaners; manage project vehicles and drivers' schedules;

Ensure Disciplinary measures are imposed on junior level staff (drivers, office assistant, cleaners) when there is a breach of duty or misconduct.

Ensure all Project correspondences are handled properly and effectively, such as incoming correspondence (mail, courier, fax or hand delivery) is centralized by as follows:

Opening and date stamping all correspondence

Recording correspondence in the logbook, indicating the receipt date, name and organization of sender, name of courier, date, name of recipient, reference and subject of correspondence).

Sorting correspondence by recipient

Ensure signed correspondences are registered in the log/way book with date sent, reference, name of sender, name and organization of recipient, subject and transmittal mode (post, courier, hand delivery). Courier is delivered to a courier agency by the PIU driver, or the Office Assistant or other designated staff.

Ensure outgoing correspondence is signed either by the Operations Manager (for important or sensitive correspondence) or by one of the officers for less important correspondence after review by the Operations Manager).

Ensure an electronic directory containing the postal and email addresses, telephone/mobile numbers, fax numbers, contact names, and web sites of all project's partners (GoL ministries, the TTL, PSC, implementing partners, donor community, NGOs, CSOs, banking institutions, suppliers, etc.) is developed and kept up-to-date. This directory is made available online to all staff members.

Blank forms and model documents used for certain transactions (personnel matters, travel, procurement, etc.) are made available to all staff electronically.

Ensure programmatic files are handled with confidentiality at the PIU (under the supervision of the OM). The programmatic files contain both permanent records (such as the appraisal reports, loan/grant agreements, Operations Manual, etc.) and temporary records (such as the Annual Work Plan and Budget (AWPB), technical reports, progress reports, aide-memoirs, etc.).

Ensure Personnel files and other files containing circulars, instructions or general information relating to human resources, staff selection for the various PIU posts, etc are handled carefully with the fullest confidentiality under the supervision of the Operations Manager.

Ensure all documents and files are identified and filed using the PIU filing system must be stored in well identified, secure and easily accessible areas. In order to save storage space, permanent and temporary records are stored electronically (after having been scanned where necessary).

Responsible for scanning and archiving all documents essential files shall be retained in both electronic and printed form to facilitate their access.

Prepare and update all staff annual schedules and the office annual travel plan;

Provide secretarial and administrative assistance to project staff and visiting missions;

Maintain an electronic directory of project partners and suppliers;
Welcome visitors, handle telephone calls and incoming/outgoing correspondence;
 Maintain up-to-date knowledge on project information/activities and answer general enquiries;
 Handle the monitoring, maintenance and insurance of all project assets;
 Manage office supplies and consumables and maintain records of stock inventory;
 Organize all workshops, steering committee, mission and staff meetings;
 Prepare minutes of all PIU meetings and submit for inputs before finalization for filing
 Keep inventory of all project assets both at Monrovia and field levels
Coordinate repairs & fueling for vehicles and office repairs
 Organize travel arrangements for project staff, consultants and IFAD/MOA mission members (including procurement of tickets, airport transport and hotel reservations);
 Follow up with NASSCOP to ensure that all staff members are duly registered and contributions are paid on a regular basis;
Undertake any other activities assigned by PIU management.

Key Qualifications

Minimum Academic/Professional Qualifications

A university degree, minimum of bachelor's degree in public administration, Management or Business Administration or related field. A master's degree in any of the above related field is an advantage.

Minimum Experience

At least 5 years' experience in Managing Project administrative processes, planning and implementation.
Familiarity with World Bank Group funded projects is an asset.

Key Competencies

Abilities

Demonstrated ability to plan and organize files, and monitor archive documentations
Demonstrated ability to meet deadlines
Self-motivated professional, with ability to work with under minimum supervision

Skills

Proven strong analytical skills

Computer literacy, especially with the software of Microsoft Office is essential
Excellent team building and interpersonal skills

Strong networking skills, particularly with the private sector including national and foreign investors.

Proficiency in English language with excellent written and presentation skills

Performance Criteria/Deliverables

- (i)
- (ii) **Ensure the proper management of all incoming and outgoing communications.**
- (iii) **Ensure all office rules and regulations are adequately adhere to in line with policies.**
- (iv) **Leave roster**
- (v) **Partners register**
- (vi) **Monthly updates on the above tasks**
- (vii) **Meetings organized,**
- (viii) **Minutes of the meeting prepared and signed by the Chair person**
- (ix) **Work plans prepared,**
- (x) **Filing system developed and maintained (Ensure the timely filing of all project documents including human resources, finance, programmatic)**
- (xi) **Travel Bookings Process facilitated**

Selection Method: Individual Consultancy Selection (ICS) method

Deadline for submission of Applications is March 14, 2022 at 5:00pm local time.

Send all expression of Interest to Email: recruit@moa.gov.lr with a copy to Email: retrapbids@moa.gov.lr

Please Insert into the subject line, the title of the position you are applying for.

