



REPUBLIC OF VANUATU
**NATIONAL ADVISORY BOARD ON CLIMATE
CHANGE AND DISASTER RISK REDUCTION**

C/- VANUATU METEOROLOGY AND
GEO-HAZARDS DEPARTMENT

Private Mail Bag 9054, Port Vila
Telephone: (678) 22331; Fax: (678) 22310



TERMS OF REFERENCE

Job title: *Administration Assistant, Project Management Unit*

INTRODUCTION

The EU Global Climate Change Alliance (GCCA) is funding several activities to be implemented through the National Advisory Board on Climate Change and Disaster Risk Reduction Project Management Unit.

The Project Management Unit is seeking the services of an Administration Assistant to assist in arrangements for workshops, making payments associated with activities, and sending out information and correspondence related to climate change and disaster risk reduction activities.

OBJECTIVES

The objectives of the contract are to provide efficient and organised assistance to program staff and contractors to carry out climate change and disaster risk reduction activities, including workshops, meetings, awareness events and field trips.

SCOPE OF WORK

Services required

The Administration Assistant will provide assistance for the following activities under Programme Estimate GCCA No. 01 Addendum 01:

- Consultations and workshops to review and finalise climate change policy (Activity 1.1.1)
- Seminars for mainstreaming climate change into sector policies, strategies and plans (Activity 1.1.2)
- Administrative support for NAB meetings steer and coordinate national CC and DRR activities (Activity 1.3.2)
- Stakeholder and Climate Finance Mapping (Activity 1.3.3)
- Workshop to develop CCA & DRR ICS/consistent messages (Activity 1.4.1)

- Climate Change Awareness Information and Communication Strategy Development (1.4.2) and Climate Change Symposium (Activity 1.4.4)
- Collecting data on agricultural sector adaptation practices (Activity 1.4.7)

The Assistant will be responsible for the following tasks:

- i. Organise meetings and appointments for staff of the NAB Secretariat- PMU
- ii. Prepare NAB meeting rooms, type and circulate agenda and invitations, organize catering, minute taking and any other duties related to NAB or Secretariat meetings
- iii. Assist in logistical arrangements for workshops held within Port Vila and nationally, including but not limited to arranging flights, per diem payments, venues, catering, contacting participants for meetings, and organising transport
- iv. Telephone, email or otherwise contact partner organisations as requested by project staff
- v. Support other NAB Secretariat- PMU staff in regards to finance & procurement for events
- vi. Manage incoming/outgoing correspondence and communications of the NAB Secretariat-PMU
- vii. Manage filing & archiving of reports and materials of the NAB Secretariat- PMU
- viii. Printing, photocopying and stapling information packs
- ix. Any other duties as reasonably requested by Supervisor and project staff

Timing and duration

The planned starting date of the services is December 2012 to January 2014.

Entitlements

The contractor will be contracted on a fortnightly rate consistent with Government of Vanuatu pay scales.

The contractor will be entitled to Government of Vanuatu allowances (housing allowance and child allowance) and VNPF payments, on a pro rata basis (paid according to days worked).

If any travel is required, the contractor will be entitled to travel costs and per diem payments under Government of Vanuatu standard rates.

Performance Requirements

The Contractor is bound to meet the following requirements:

1. Be professional and courteous in all communications with project and departmental staff and external participants;
2. Be on time for agreed days of work for a standard day, for instance, of 7.30am to 4.30pm, with one hour lunch break;

3. Some work outside of standard business hours may be required, any additional hours worked to be taken as time in lieu from contracted hours.
4. Be accurate in any financial payments made, and keep full receipting for any payments.

Any failure to meet the above requirements may lead to termination of the contract.

EXPERTISE REQUIRED

Qualifications and skills

- Completion of Year 13
- 2-3 years' experience administration and event logistics/organising, including proven experience in administration and payments;
- Computer skills (Microsoft Word and Microsoft Excel), driver's licence;
- Proficiency in Bislama and English/or French;
- Training in office administration or office finance would be an advantage.

MANAGEMENT, COORDINATION AND REPORTING ARRANGEMENTS

Management

This contract will be located at the Vanuatu Meteorology & Geo-hazards Department, Port Vila, Efate, Vanuatu. Travel to other Provinces may also be expected.

Supervisor

The Supervisor will be Imprest Administrator GCCA Component A (Manager VMGD Climate Services).

Note that formal engagement is subject to final approval of project funding. Confirmation of approval is expected shortly. For further information, please contact Kathy Kanas on kkanas@meteo.gov.vu.

To apply for this position, send your application letter, resume and the names and current contact details of two referees by 4:00pm by **Monday 19 November** via email to Kathy Kanas (address above), or by mail to:

Vanuatu Meteorology and Geo-hazards Department
PMB 9054, Port Vila