



Terms of Reference
Project/Administrative Assistant- Shock-Responsive Social Protection
Ministry of Human Services and Social Security

Official Job Title	Project/Administrative Assistant-Shock Responsive Social Protection
Duty Station	Georgetown, Guyana
Grade	Service Contract with the Government of Guyana (GoG)
Contract duration	2 years – Renewable based on funding
Date job opening	Wednesday, February 24, 2021
Application deadline	Wednesday, March 3, 2021

The [Ministry of Human Services and Social Security \(MHSSs\)](#) is hiring a Project/Administrative Assistant to assist the Project Coordinator in the completion of project activities under a technical assistance programme established in collaboration with the [United Nations World Food Programme \(WFP\)](#), to strengthen national social protection systems and programmes to improve their overall functions and responsiveness to shocks. The position will be based at the MHSSS in Georgetown for an initial period of two years (with possibility of extension based on available resources).

Background

In the Caribbean and globally, links are being made between social protection and disaster risk management (DRM). Social protection programmes that provide assistance to households, and the systems that underpin these programmes, may have a role to play in preparing for, responding to and mitigating the impacts of large-scale shocks such as hurricanes, floods, droughts and political and economic crises. We refer to this as 'shock-responsive social protection'.

A [case study on shock-responsive social protection in Guyana](#), conducted by WFP and Oxford Policy Management in collaboration with the MHSSS and the Civil Defence Commission (CDC) in 2019, highlighted a number of challenges that would limit the ability of social protection programmes to scale up in time of shocks, as well as a series of recommendations for investments required to make social protection more shock-responsive including with respect to institutional arrangements, data and information management, beneficiary targeting, delivery mechanisms (cash, in-kind), coordination and risk finance. Guyana regularly experiences flooding and drought. The country is also affected by an influx of Venezuelans fleeing political and economic instability. The COVID-19 pandemic has also severely impacted

the country, resulting in the need of scaling up social protection systems to provide multiple relief measures ranging from cash assistance and food hampers.

Based on the analysis and recommendation generated by the case study and in the context of the ongoing COVID-19 crisis, the MHSSS is implementing a capacity strengthening programme to improve the core functions of national social protection systems and programmes as well as their responsiveness to shocks. The programme is in collaboration with and the support of WFP Caribbean Office for Emergency Preparedness and Response and is broadly organised around the following workstreams: vulnerability analysis and mapping, strengthening social protection building blocks, including data and information management, beneficiary targeting, delivery mechanisms (cash/in-kind) and value of benefits, risk financing, coordination and end-to-end supply chain management.

Responsibilities:

Under the guidance and direct supervision of the Project Coordinator the incumbent will assist with the effective and efficient management of the project through a range of actions contributing to the design, planning, management and monitoring of project activities. The Project/Administrative Assistant will apply and promote the principles of results-based management (RBM), as well as a client-oriented approach consistent with WFP rules and regulations.

The Project/Administrative Assistant will work in close collaboration with the Project Coordinator and other project teams for effective achievement of results, anticipating and contributing to resolving complex project-related issues and information delivery. The incumbent is expected to exercise full compliance with project management, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

The specific responsibilities of the Project/Administrative Assistant are as follows:

Administrative management:

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Provide administrative support to team members in the implementation of their tasks for the achievement of project results (communication, contracts, agenda, visas, hotel reservations, etc);
- Maintain records on all project personnel/national consultants/international advisors and consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.) in accordance with MHSSS policies and procedures;
- Create and update when necessary a database with the contact details of the MHSSS staff, CDC, government counterparts, WFP and other relevant stakeholders including I/NGOs, faith based organisation, civil society groups and others that are involved directly and/or indirectly with the project

- Prepare and issue contracts;
- Make pertinent logistical arrangements for the prompt and effective implementation of the project activities;
- Draft minutes of all project related meetings;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;
- Arrange external and internal meetings (including the meetings of the Annual Review Meeting, Technical level meetings, as well as other relevant meetings etc.).

Financial management:

- Prepare requests for advance of funds and/or direct payments;
- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Prepare and submit expenditure and programme budget status reports;
- Respond to queries from the stakeholders and WFP with respect to financial aspects of the project, liaise with WFP appointed and external auditors and Focal Point Team wherever required;
- Prepare recurring reports as scheduled and special reports as required for budget preparations and audit;
- Assist international advisors and national consultants on all aspects of allowances, travel claims and other financial matters and calculate payments due for claims and services;
- Undertake other financial and administrative tasks on an ad hoc basis.

Procurement:

- In accordance with the Work Plan arrange for procurement of equipment, supplies and services;
- Arrange for equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated procedures;
- Physically clear and ensure delivery of equipment and supplies procured for the project;
- Maintain an equipment and spare inventory including verification and transfer when required.

Other duties as assigned by the MHSSS Technical Focal Team

Competencies

Corporate Competencies:

- Demonstrates commitment to MHSSS's mission, vision and values.
- Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to establish and maintain contacts with senior-level officials of the host government required. Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

Leadership and Self-Management

- Focuses on result for the project and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities

Required Skills and Experience

Education:

- University Degree in economics, finance, accounting, public administration or other related field.
- Additional qualifications in project management, international development, disaster preparedness and emergency response are an advantage.

Experience:

- At least four years of experience in administrative work, accounting/finance, economics, or other substantive area is required. Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, Project, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.

Language Requirements:

-Fluency in both oral and written English is a must. Working knowledge of one or more additional languages such as Spanish, Portuguese, Dutch and/or French is an asset.

Institutional Arrangements

The Project/Administrative Assistant will be stationed at the MHSSS in Georgetown, with travel to other Regions as/when required, and work closely with WFP's office in Guyana.