



TERMS OF REFERENCE FOR AN INDIVIDUAL ADMINISTRATIVE PROJECT ASSISTANT

Project:	Industrial Energy Efficiency and Resource Efficient Cleaner Production
Title:	Administrative Project Assistant
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	01 years renewable for a total of up to 3 years

Project Background

This assignment is located at the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), office in Praia, Cabo Verde. Under the overall guidance of the Executive Director, the Administrative Project Assistant will report to the Project Officer.

Scope of Work

The proposed scope of work will include the following activities:

The consultant is to assist the project coordinator in the implementation of all project related administrative activities, mainly in areas of procurement, travel/missions, organizing events, organizing meetings agenda, managing the project office, assisting logistics, communication within ECREEE and with partners/stakeholders, or any other activity assigned by the Executive Director.

The Administrative Project Assistant will be supporting all activities aimed at ensuring the efficient administration of various projects in ECREEE.

The Administrative Project Assistant shall ensure that all assigned duties are promptly and efficiently handled.

This assignment is located at the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), office in Praia, Cabo Verde. Under the overall guidance of the Executive Director, the Administrative Project Assistant will report to the Project Officer.

Expected deliverables

Key deliverables that the consultant would be required to produce include the followings:

- Monthly progress reports that will include a brief summary of work undertaken within the reported period;
- Prepare a final report, which summarizes his/her work and sets out details of the future work schedules two weeks to the end of the contract.
- Mission Back-to-office reports, where required;
- Monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month; Quarterly interim reports;
- Annual report;
- technical assistance activities, where required;
- Other relevant documents.

Competencies, qualifications, and experience

Education:

A minimum of an Ordinary National Diploma in administration, travel management or related field.

The candidate must have at least five (05) years of relevant experience in the fields of travel management, administration, office assistant, event organization, or similar areas at regional level, and more specifically in ECOWAS countries

Other required skills and competencies include:

- Be knowledgeable in modern Office systems and must be a computer literate;
- Be conversant with airline ticketing software and general travels management skills;
- Good communication, negotiation and interpersonal skills;
- Ability to work with minimal supervision;
- Strong ability to organize and prioritize workloads, meet deadlines and targets;
- Proven integrity and confidentiality in handling public resources and in executing duties;
- Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions related to administration, office and project management, travels;
- Prior experience of work in an international environment in regional organization would be an advantage;
- Proficient communication in oral and written in at least two of the ECOWAS official languages (English, French, Portuguese);
- Cape Verdeans Citizens or resident Citizens of an ECOWAS member state are

- particularly encouraged to apply for this consultancy.
- i. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
 - ii. Fluent in one of the ECOWAS members states languages (English, French, or Portuguese), and excellent communication and presentation skills, particularly in the preparation of written documents.
 - iii. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

Duration and Location of Services

The consultant will be initially engaged for 1 year. At the expiration of this, based on her/his performance, s/he may be engaged for up to two more years based on the availability of funding. Extension of the duration of services shall be subject to mutual agreement between the parties. The services will be provided at ECREEE Secretariat located in Praia, Cabo Verde.

The electronic application contains the following documents:

- Detailed CV and Cover Letter
- Track record of assignments of similar scope and focus (list of int. projects and descriptions)
- Scanned copy of certificates and other technical certifications, licenses and quality standards related to the assignment.

ECREEE now invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide an updated Curriculum Vitae (CV) and relevant documents indicating that they are qualified to perform the services.

Expressions of interest should be sent by via e-mail **only** to: ee_program@ecreee.org, clearly indicating in the subject: “Administrative Project Assistant for IEE and RECP”.

Deadline for Submission: 4th March 2022, 23h59 local time