

Terms of Reference
Project Administrative Officer
Saint Vincent and the Grenadines
Saudi Development Funds Project

1. Background

The Government of St. Vincent and the Grenadines has received financing from the Saudi Fund for Development (SFD) and intends to apply part of the proceeds for the payment of goods, works, related services and consultancy services to be procured under the project. The project is implemented by the Ministry of Finance, Economic Planning, and Information Technology.

The Project Implementation Unit

The Government of SVG (GoSVG) is establishing a Project Implementation Unit (PIU) at the Ministry of Finance, Economic Planning and Information Technology, Economic Planning Division (EPD) responsible for implementing the project activities and coordinating with relevant ministries. The PIU will have the following positions: Project Manager, Architect Financial Management Officer, Procurement Officer, Environmental Specialist, Social Safeguards Specialist, Project Engineer, Quantity Surveyor, Project Officer and administrative support.

The PIU will be a fully integrated part of the EPD structure, relying on EPD resources to deliver Project activities, including project planning, financial management, procurement, administrative support, environmental and social safeguards, and reporting in accordance with both Government and SFD requirements.

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2. Objective

The Administrative Officer will be responsible for providing administrative support to the project. S/he will work closely with the Project Manager to ensure efficient and effective financial and administrative management of the project activities and will assist in the preparation of quarterly and annual work plans and progress reports for review and monitoring by the Project Steering Committee.

3. Tasks and responsibilities

The Administrative Officer will report to the Project Manager . However, the S/he will also work closely with the procurement officer and accountant within the PIU to ensure that records are up-to-date and relevant paperwork is submitted in a timely manner.

Tasks and responsibilities Administrative Officer will include but are not limited to:

Main Duties and Responsibilities

- Responsible for providing general financial and administrative support to the project;
- Take own initiative and perform daily work in compliance with annual work schedules.
- Assist project management in performing budget cycle: planning, preparation, revisions, and budget execution.
- Assist project team in drafting quarterly and yearly project progress reports concerning financial issues.
- Assist in drafting the contracts of national / local consultants and all project staff, in accordance with the instructions of the PIU;
- Perform preparatory work for mandatory and general budget revisions, annual physical inventory, and auditing, and assist external evaluators in fulfilling their mission.
- Prepare all outputs in accordance with guidance from the SFD;
- Make logistical arrangements for the organization of meetings, consultation processes, and media;
- Draft correspondence related to assigned project areas; provide clarification, follow up, and responses to requests for information;
- Assume overall responsibility for administrative matters of a more general nature, such as registry and maintenance of project files;
- Provide support to the PC and project staff in the coordination and organization of planned activities and their timely implementation;
- Assist the Project Manager in liaising with key stakeholders from the Government, financing agencies, civil society, and NGOs, as required;
- Ensure the proper use and care of the instruments and equipment used on the project
- Resolve all administrative and support issues that might arise during the project.
- Provide assistance in all logistical arrangements concerning project implementation.

4. Duration, location, coordination and reporting arrangements

1. The following is the required information related to the assignment.
 - **Duration.** The Administrative Officer is a full-time position required for 48 months distributed over five (5) fiscal years, renewable annually based on performance.
 - **Location.** The Administrative Officer will be assigned a workstation within the PIU *at a location to be determined* and will be required to visit the field and to participate in face-to-face or virtual meetings, as required.
 - **Reporting arrangements.** The Administrative Officer will report to the Project Manager.

5. Qualifications

10. The following are the required and preferred qualifications for the position.

a) Requirements

- The ideal candidate must hold at least an Associate Degree in Business Administration, or Commerce or Accounting or in a related field.

- A minimum of three (3) years of experience in project management support, Administration support, Accounting/Finance, Office management, or other substantive area
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems
- Knowledge of general administration functions
- Knowledge of online financial management programs
- Familiarity with the internal control framework and results-based management tools
- Written and verbal English communication skills
- 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

b) Favorable attributes

- Self-motivated and ability to work under the pressure
- Team-oriented, possesses a positive attitude, and works well with others
- Excellent verbal and writing communication skills in English
- Good team player, self-starter, has ability to work under minimum supervision and maintain good relationships
- Ability to be flexible and proactive with work assignments