**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Position Title**: | **Project Implementation Support Staff- Project Assistant** |
| **Accountable to**: | Project Manager |
| **Type of Appointment** | Employment Contract |
| **Reference No** | **GFRS/ICT/ 2018-19/C24** |
| **Duration** | 1 year |
| **Duty Station** | Mogadishu |

1. **Context:**

The ICT Sector Unit of the World Bank Group is working with the Ministry of Posts and Telecommunications (MPTT) and the Ministry of Finance of the Federal Government of Somalia to provide a program of ICT Sector Support, 2014-2018. The Federal Government of Somalia is the Recipient of the ICT Sector Support in Somalia program endorsed by the Somalia Development and Reconstruction Facility (SDRF) and funded under the Somalia Multi-Partner Fund (MPF) administered by the World Bank.

Under the second phase of the program, the Federal Government of Somalia in conjunction with the Ministry of Finance and The Ministry of Posts and Telecommunication is seeking to employ an individual for the post of **Project Assistant** for the Project Implementation Unit (PIU). The Project assistant will be under the supervision of the Project Manager.

**Background**

The project development objective is ***“to contribute towards the process of developing a regulatory framework for the telecommunications sector and building an ICT infrastructure in Somalia”.*** The second phase of the project has three components:

1. Enabling Environment, focusing on supporting the regulatory and governance framework for the sector, following the anticipated passage of the new Communications Law. This will provide for ongoing support to the Ministry and new regulator and will facilitate a new activity on support for the implementation of an effective mobile-money framework.
2. Efficiency and equity in access to connectivity, which will support:
3. The establishment of a framework for SIM card registration;
4. The establishment of communications rooms in key ministries across different economic zones, including Puntland;
5. Supporting the Somali Research and Education Network (SomaliREN), including through provision of advance purchase of internet bandwidth and capacity-building
6. Support and Capacity-Building for the Project Implementation Unit within the MPTT, and a Project Coordination Unit for local implementation in Puntland.
7. **Overall Objective:**

The Employee serves as the Project Assistant of ICT Sector Support Project Somalia with the responsibility for planning and executing all necessary functions.

The project assistant shall report to the Project Manager.

1. **Tasks:**

The Project assistant will carry out the following tasks:

|  |
| --- |
| * Provides support to Project in coordination and arrangement of project activities and their timely implementation, complies analyses, summarizes data and records of project activities |
| * Takes notes/ minutes and meetings and ensures follow up. |
| * Makes arrangements for missions, experts, drafts agendas, prepares breifing kits, and background materials |
| * Provides support to project in organizing meetings, seminars, trainings and workshops within the framework of the project work plan. |
| * Drafts corrospondance and make translatoins relating to assigned project areas ; clarifies, follow up, respond to requests for information. |
| * Assists the Project Manager in preparing progress reports at quarterly basis, as well as other reports requested by the project manger. Carries out routine processing of project official corrospondance. |
| * Assist the procurement specialist to make necessary arrangements for procurement, recruitment within the framework of Project. |
| * Assist the FM Specialist to ensure smooth financial operation of Project activities and follow up on all financial transactions. |
| * Support the FM Specialist to maintain financial records, monitor and reconcile expenditures, balances, payments, statements, other data for day-to-day transactions and reports. |
| * Maintains accurate records of leave taken and due for all project staff. |
| * Receives and screens internal and external customers and refers them to appropriate offices |
| * Any other duties assigned by the supervisor |

1. **Duration of the Assignment:**

The offer is 1 year contract, subject to review after the first year, with possibility of extension dependent on performance and funds. The duty station is Mogadishu, Somalia, but some travel to the different economic zones of Somalia will be expected.

1. **Reporting:**

The Project Assistant will report to the Project Manager. He/ She will work closely with PIU Consultants.

1. **Facilities to be provided by the Client:**

The Ministry of Posts and Telecommunication will provide the project assistant with office facilities which will be located at the Project Office, internet connectivity, essential utilities, office services, stationery and office supplies and use of a computer, printer, scanner and photocopying etc.

1. **Qualifications, Experience and knowledge:**

* Bachelor degree Project Management or Business Administration or any other related field.
* Good knowledge Project Management.
* Advance MS excel skills (creating spreadsheets and using financial functions.)
* Familiarity with accounting software (e.g. QuickBooks.)
* Organizational and time management skills.
* Three years’ work experience as a project officer, project assistant or similar role.
* Attention to detail with an ability to spot errors.