



MINISTRY OF WATER AND ENVIRONMENT

TOR for position of Administrative Assistant, Uganda National Adaptation Plan Project under the Green Climate Fund

Position: Administrative Assistant, Uganda NAP Project

Project Title: Building Capacity to Advance National Adaptation Plan Process in Uganda (Strengthening Adaptation Planning in Uganda)

Location: Kampala, Uganda

Duration: 42 Months

1. Context:

The Government of Uganda, through the Ministry of Water and Environment, has obtained a grant from the Green Climate Fund (GCF) for a three-year project to build capacity to advance a National Adaptation Plan (NAP) process in Uganda. The UN Environment is the Delivery Partner for the project, with the role of supporting and overseeing the project implementation.

The project entitled “Building Capacity to Advance National Adaptation Plan Process in Uganda” and referred to as “Uganda NAP Project” will be implemented by a small project team headed by a National Coordinator based at the Climate Change Department. The NAP project will support multi-sectoral, medium- to long-term adaptation planning and budgeting in Uganda and promote the integration of climate change adaptation aspects into development policies. Systems for developing and sharing climate risk and vulnerability information will be reinforced, and sustainable financing mechanisms for climate change adaptation initiatives are set to be developed.

2. Objectives:

Under the direct supervision of the National NAP Coordinator, the Administrative Assistant is responsible for executing administrative operations of the "Uganda NAP Project" in a timely manner and in accordance with the GCF Funding Proposal and the Project Cooperation Agreement between the Ministry of Water and Environment and UN Environment.

3. Tasks:

Under the direct supervision of the National NAP Coordinator, the Administrative Assistant is responsible for the execution of administrative activities such as correspondence writing, travel formalities for staff and visitors, office supplies management, routine maintenance management of offices and utilities. The Administrative Assistant will be based in the Project Management Unit located in the Climate Change Department, and work in close collaboration with the Climate

Change Department staff and the UN Environment Task Manager. Specifically, the Administrative Assistant will:

- 1) Handling office tasks, such as filing, generating reports and presentations, setting up for meetings.
- 2) Maintain accurate records of all information related to project for documentation, clarification, and presentation to management;
- 3) Prepare invitations for workshops and trainings, and contribute to writing minutes, reports and proceedings of these workshops and trainings;
- 4) Preparing documents for meetings and business trips
- 5) Assist the coordinator in writing project progress reports following the outline of the funding agreement
- 6) Assist the National Coordinator in providing secretariat services for the Project Steering Committee by organizing meetings, drafting reports and monitoring actions;
- 7) Regularly review the main activities and the condition of equipment, ordering and taking stock of office supplies;
- 8) Perform any other tasks assigned by the National NAP Coordinator

4. Profile required:

The successful candidate for the Administrative Assistant position should have the following profile:

- Possess a degree in Business Administration/ Business Management or Humanities;
- Have at least five years of professional experience in Administration within a program, project or reference structure, experience with the United Nations system will be preferable;
- Experience working with the Government of Uganda is an asset;
- Excellent written and oral communication skills;
- Be proactive
- Good Organizational skills
- Ability to work under pressure, with short lead times;
- Have good computer skills and a good knowledge of Microsoft Office applications (especially Word, Excel, Outlook, and PowerPoint).

5. Application details

Interested applicants who meet the requirements stated in these terms of reference should submit a signed application letter, accompanied with copies of degrees and a Curriculum Vitae, no later than **11th January 2024** to:

**Permanent Secretary
Ministry of Water and Environment
Luzira, P.O. Box 200026. Kampala – Uganda.**