

Emergency Fiscal Management Reform Implementation Support Project (EFMIS-TA)

TERMS OF REFERENCE

PROJECT ASSISTANT

Background

The Ministry of *Finance* is implementing the *Emergency Fiscal Management Reform Implementation Support Project (EFMIS-TA)* funded by the *International Bank for Reconstruction and Development (IBRD)*. The total project cost is *US\$4 million* from the Trust Fund for Lebanon (TFL) created with a transfer of *US\$70 million* from IBRD surplus in September 2006 after the July 2006 hostilities.

This project is designed to contribute to strengthen efficiency of public financial resources by accelerating and deepening the implementation of a number of core inter-linked improvements in budget, debt and aid management in the context of the broader fiscal and budgetary reform program presented by Lebanon at the Paris III donor conference in January 2007.

In order to facilitate project implementation, the Ministry of *Finance* established a Project Implementation Unit (PIU) staffed by professionals who will lead or support achievement of the respective project component objectives.

The Project Assistant shall assist the PIU staff in their daily tasks and shall report directly to the PIU Manager

Responsibilities

Responsibilities of the incumbent include the following:

- Serves as primary initial contact for all official communications, including internal and external telephone, facsimile, international and domestic courier or postal and other communication media.
- Establishes and maintains appropriate record keeping systems for all personnel matters, including employment agreements, timesheets, performance evaluations, annual and sick leave,
- Establishes and maintains an orderly filing system for record keeping of all official project documents and communications (Backup filing for all staff).
- Maintains the calendars of the PIU staff, including reminding them of appointments as needed.
- Organizes and coordinates the efficient conduct of all project-related workshops, conferences, seminars, or similar events.
- Establishes and maintains a database of official contacts for the project.
- Provides assistance in data entry & data quality for the Project MIS.
- Prepare minutes of weekly meeting or other potential meetings.
- Sets up appointments, arranges meetings of the EFMIS staff.
- Arrange for hotel bookings for international consultants recruited for EFMIS.
- Register, report & follow up on routine IT problems
- Prepare orders for & distribute office stationery & supplies as required

- Perform other duties as assigned.

Qualifications and Experience

The incumbent will have the following qualifications and experience profile:

- Secretarial or Business Diploma in a related field
- Fluency in both spoken and written Arabic and English
- Demonstrated organizational and interpersonal skills
- Above average, demonstrated computer skills
- Minimum of 2 years of experience in an office setting with expertise in overseeing administrative projects