



Expression of Interest

Selection of an individual consultant

Bilingual Administrative Assistant for the Global Climate Change Alliance Plus (GCCA +)

Reference : ARAA/GCCA+/2019/PI/06
Date of publication : 19 MARS 2019
Deadline for filing : 16 AVR 2019
Duration de The Mission : Thirty-six (36) months.
Number of years of experience : 6 Years

I- Context

The Global Climate Change Alliance Plus (GCCA +) is the second cycle of an initiative of the same appellation by the European Commission in 2008 to strengthen dialogue and cooperation in the fight against climate change between the European Union and the most vulnerable developing countries.

This second cycle aims in particular to take into account the evolving of development challenges and thereby contribute to the achievement of the goals of sustainable development set by the United Nations and the implementation of the Paris Agreement.

In order to carry out the management of the project and to support the Coordination Unit, the Regional Agency for Agriculture and Food (RAAF), is recruiting a bilingual administrative assistant.

II- Duties

Under the authority of the UCP Coordinator, the bilingual administrative assistant functions are:

1- Public Relations Management

- Ensure the reception of visitors.
- Keep the internal directory

2- Organization of mission logistics and workshops

- Ensure the logistical preparation of missions and workshops/meetings:

- Ensure the booking for air tickets and accommodation, management of travel documents, visas, general travel organization, hotel booking, booking for catering, interpretation.
- Perform administrative and / or logistics in town if necessary.

3- Realization of the administrative secretariat

- Mail processing: writing, monitoring, classification management
- Manage the mail 'Arrival' and mail "Sending"
- Translate correspondences and documents from English into French or from French into English
- Establish travel authorization
- Prepare the DSA (Daily Subsistence Allowance) payment for missions and miscellaneous fees as well as other benefits
- Manage the UCP archives
- Follow the movements of staff: absences, holidays, sickness, displacement
- Follow the missions of consultants and visitors
- Circulate information for any particular event concerning the team and the organization of the office

4- Support the Admin and Finance officer in the administrative management of the project

- Centralize purchase requests and track orders until delivery
- Manage stocks of office supplies and have the RAF stock tracking sheets validated monthly
- Support to the RAF in the administrative management of procurement and consultancy contracts

III- Qualifications / Experiences

- Level of study: BTS diploma in secretarial or any other equivalent degree;
- Experiences: Demonstrate an experience of at least six (6) years in a regional or international institution in the area of Executive Assistance, Secretariat and Administration would be an asset;
- Possession of a higher-level diploma would reduce the number of years of experience required by two (2) years.

IV- Skills

Have a sense of organization, relationships, behavior and courtesy;

- Be gentle;
- Motivated for the job, demonstrate autonomy and have skills in managing priorities;
- Be able to work under pressure in a multicultural environment and be discreet.
- Mastering standard software such as Word, Excel, Access, PowerPoint and Outlook

V- Language

To be perfectly bilingual in French and English, both spoken and written.

VI- Location and duration and start of the mission

The consultant will be based in Lomé In Togo, at the headquarters of the regional Agency for Agriculture and food. The duration of the mission is thirty-six (36) months according to availability of funds and after evaluation. The assignment will start within two weeks after contract notification.

VII-Applications

The application package is made up of:

- A letter of expression of interest, including the period of availability;
- A recent curriculum vitae detailing the work experience and similar assignment;
- Three professional references (names and forenames, current functions, functions at the time of collaboration with the Consultant, email and telephone contacts);
- Certified copy of the highest degree;
- Certificate of employment or assignment completion mentioned in the CV.

VIII- Submission of applications

Interested candidates should send their applications to the following address, not later than 16 April 2019. by 12:00 GMT.

Regional Agency for Agriculture and Food (RAAF)

83, Rue de la Pâture, Lomé Togo (sealed envelope « Bilingual Administrative Assistant for GCCA+»

procurement@araa.org

With object: « Bilingual Administrative Assistant for GCCA+»

IX- Selection method

A Consultant will be selected according to the qualification-based selection method as defined in the ECOWAS procurement Code. An interview session may be organized with a short List of candidates.

The Executive Director


SALIFOU Ousseini

