

## Terms of Reference

### Administrative Assistant

#### 1. Introduction and context

The African Union Inter-African Bureau for Animal Resources (AU-IBAR), a specialized technical office of the Department of Agriculture, Rural Development, Blue Economy, and Sustainable Environment (DARBE) of the African Union Commission, is mandated to support and coordinate the utilization of livestock, fisheries, aquaculture and wildlife as resources for both human wellbeing and economic development in the Member States of the African Union. The Vision of the AU-IBAR Strategic Plan 2024-2028 is an Africa in which animal resources contribute significantly to integration, prosperity and peace. Within the framework of the African Union Agenda 2063, the Livestock Development Strategy for Africa (LiDeSA) envisioned an inclusive and sustainable livestock economy that significantly contributes to Africa's transformation and growth.

Small ruminants constitute an important part of the African livestock and represent a key element in food and nutrition security on the continent. Small ruminants are well adapted to the different agro-ecological zones and production systems in which they are reared. Farming small ruminants provide a safety net for women and youth who are vulnerable to socio-economic shocks and disturbances.

Production, productivity, circulation, trade and marketing of sheep and goats in Sub-Saharan Africa are constrained by the presence of high impact transboundary animal diseases. Among those, Peste des petits ruminants (PPR) a viral disease affecting only small ruminants and their wild relatives, is the most sensitive one because of its contagiousness and the fatality rate observed.

For many years, multiple partners and donors have been supporting various PPR control and eradication in different countries/regions, however, the efforts are still fragmented and inadequately coordinated, achieving limited short-term control of the disease and appear insufficient to hope for an eradication at continental level. Around ten years ago, Rinderpest, a viral disease very similar to PPR but affecting cattle and buffaloes, was successfully eradicated from Africa because of a strong continental coordination that was put in place with the support of the European Union. Now, PPR eradication has become a political objective for the African Union reaffirmed on several occasions. A plan of action and a global strategy has been put in place by the FAO/WOAH joint PPR Secretariat that coordinate the PPR Global Eradication Programme under the umbrella of the GF-TADs.

AU-IBAR and partners with support of the European Union have developed an Action that aims to define concretely the needs and support for strengthening the continental/ regional actors to respond to the threats of transboundary diseases of sheep and goats in Sub-Saharan Africa (SSA), particularly PPR. The Action will also prepare the governance for coordinating the global PPR eradication in SSA and for coordination at continental level. Finally, the Action will prepare and organize the vaccination strategy needed to eradicate PPR based on the state of play of the various existing initiatives and capacities.

This Action should be considered as the first phase to initiate a larger approach to eradicate PPR in Africa in the years to come. It will be used to inform a harmonized continental strategy supported by a theory of change and a comprehensive Business Plan for eradication of PPR. Subsequent implementation phases will entail targeted evidence-based interventions for a time-bound eradication process.

## **2. Objectives**

In seeking to achieve these objectives, the African Union Commission intends to strengthen its capacity and the Commission therefore, invites applicants who are citizens of Member States of Africa Union for the position of an Administrative Assistant to assist the day to day administrative functions and to handle/follow up on any procurement related issues of the project at the Pan African PPR Secretariat (PAPS) based at the InterAfrican Bureau for Animal Resources (IBAR), located in Nairobi, Kenya.

## **3. Main Functions**

- i. To provide administrative support, drafting correspondences; support to production of meeting documents, reports, minutes and other documentations, dissemination to stakeholders and partners
- ii. Organization and management: maintaining the office calendar of activities
- iii. Maintain inventory of key stakeholders of the project, liaising with relevant stakeholders, sector's associations etc. with regards to specific assigned tasks

### **Key Responsibilities**

The Administrative Assistant will be responsible for planning, implementing and managing administrative and procurement related activities. Moreover, she/he will be responsible for managing communication and accounts related activities.

### ***Specific Responsibilities***

#### ***Administrative***

- i. Filing and archives: maintaining accurate and tidy files, electronic filing and archiving system and filing indexes
- ii. Travel and conference arrangements: making hotel and travel bookings and preparing travel documents for the office staff, making budgets for workshops and meetings and sharing it with finance team and assist with the Organization of conferences, workshops and meetings (physical and zoom meetings)
- iii. As may be required, to support procurement activities, financial issues of the project working in close collaboration with the procurement and finance staff
- iv. Assisting in preparation of reports, presentations, tables, lists, statistics and diagrams
- v. Monitoring completeness and timelines of documentation and inputs for the development of reports

#### ***Procurement***

- i. Assess procurement requirements, prepare procurement plans, draft specifications and initiate procurement process ;
- ii. Assist to prepare procurement / tender documents for RFQs, RFPs;
- iii. Arrange evaluation committee meetings to evaluate tenders and quotation documents as and when required;
- iv. Check quality of deliverables and ensure that procured items are delivered properly as per specification as well as contract agreement and deal with performance evaluation of vendors;
- v. Assist to ensure timely procurement of goods/logistical requirement and services through monitoring the procurement progress with the AU-IBAR Procurement unit and follow up with vendors;
- vi. Prepare reports on procurement for project management, RECs and Line Ministry and others.
- vii. Perform any other duty as may be assigned by Project officer and the Procurement Officer

## **4. Key Deliverables**

- i. Provision of administrative and logistical support to cross-functional project teams.
- ii. Organized travel and accommodation arrangements for project-related activities, including meetings, workshops, and conferences.
- iii. Accounts of stakeholders convenings and communication such as meetings, workshops, and events organized, including attendee lists, agendas, and outcomes are well maintained.

- iv. Adequate support to procurement processes for the project has been provided and documentation properly compiled for action.
- v. An organized digital and physical filing system maintained for all relevant correspondence, stakeholder information, procurement etc.

## **5. Duration and Location**

The duration of this consultancy is six (6) months, which may be renewed subject to satisfactory performance and availability of funds. The successful consultant will be based in AU-IBAR offices in Nairobi, Kenya and will be required to maintain the AUC office hours.

## **6. Remuneration:**

The remuneration for this Consultancy shall be an all-inclusive monthly fee equivalent to GSA-5 on the AUC Salary Scale (US\$ 1,641 to US\$ 1,891 per month).

The consultant will be responsible for his/her medical and travel insurance cover for the duration of the consultancy. Expenses for travel on official missions will be covered separately by AU-IBAR in accordance with the applicable African Union Commission rules and regulations.

## **7. Supervision**

The Consultant will work under the technical supervision of the project coordinator and the procurement officer with overall oversight from the Director of AU-IBAR

## **8. Requirements**

### **8.1 Qualifications:**

The successful applicant should have a minimum of a bachelor's degree Administration, Procurement, Logistics, Business Management, Business Administration Supply Management, International Business or related/similar fields or any other related discipline.

### **8.2 General Experience:**

- i. At least 3 years accumulated work experience performing administrative and procurement functions.
- ii. Demonstrated knowledge and competence in administrative and clerical work
- iii. Experience in procurement of goods and services;
- iv. Experience in a multi-cultural environment in Africa
- v. Demonstrable experience in effective communication with and presentation to external and internal partners
- vi. Experience in maintaining records and documentation within established compliance or regulatory frameworks

### **8.3 Specific Experience**

- i. Work experience in African Union institutions or other intergovernmental organizations will be an added advantage.
- ii. Experience in working with various organizations, departments, developing and maintaining strong working relationships with key stakeholders
- iii. Experience in supporting administrative, procurement and financial activities of donor funded projects in Intergovernmental or non-governmental organizations
- iv. Experience in conducting inventory or stock taking of issues relating to administration and procurement activities
- v. Working experience in AU member states in related administrative functions or procurement related duties

#### 8.4 Other Essential Skills and Experience

- i. Demonstrated ability to build relationships and work collaboratively with cross-functional teams and external counterparts is required.
- ii. Strong administrative analytical skills
- iii. Able to work independently and in a team.
- iv. Computer skills; Microsoft Office, MS word, Excel, PPT, Outlook.
- v. Proficiency in at least one AU language; proficiency in another AU language will be a distinct advantage

#### 8.5 Selection Criteria

Applications will be evaluated in accordance with the requirements and the evaluation grid below:

Criteria	Max Score
Qualification	20
General Experience	30
Specific Experience	40
Other Skills	10
Total	100

Applicants who meet the technical requirements may be invited for an interview (virtual or in person as is appropriate).

#### *Gender & Age Mainstreaming:*

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply. Applicants between 35 and 45 years of age are also encouraged to apply.

#### 9. Submission of Applications

Applications are open to individuals of eligible nationalities. If your career aspirations, qualifications, and experience match the above requirements, please email your application stating “**Administrative Assistant – PPR Secretariat**” in the subject of the email.

Applications should be submitted via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org).

**The deadline for submission of applications is Friday 27<sup>th</sup> December 2024 at midnight Nairobi local time.**

Applications should include the following:

- i. Detailed curriculum vitae;
- ii. Copies of academic and professional qualifications
- iii. Completed declaration on exclusion criteria in the format attached; and,
- iv. Copies of identification documents.

A Personal Data Protection and Privacy Statement is attached as information for the applicants.