

TERMS OF REFERENCE (Tentative)**DETAILS OF RESPONSIBILITIES**

DUTIES	DETAILS	EXPECTED RESULTS
1. Secretarial and administrative support	<ul style="list-style-type: none"> ➤ Keep all records and distribute all relevant documents; ➤ Process necessary procurement and payments for the project; ➤ Keep track with required maintenance and supplies of office equipment such as printers and photocopy machine; ➤ Assist the Project Coordinator in processing accounting according to JICA's accounting policies and procedures; 	<ul style="list-style-type: none"> ➤ Documents received are recorded, filed or distributed in a timely and orderly manner. ➤ Procurement and payment are processed properly. ➤ Office supplies are ordered before shortage and stocked in a proper manner. ➤ Invoices, receipts and others required for the project accounting are properly documented for the Project Coordinators.
2. Travel arrangements	<ul style="list-style-type: none"> ➤ Assist the Project Coordinator in processing all necessary travel documents and requirements for Project Experts and trainers for the project trainings in Pacific Climate Change Centre (PCCC) in SPREP and follow-ups in overseas; ➤ Liaise with the Project Experts while on duty travel and ensure any urgent matter is reached; 	<ul style="list-style-type: none"> ➤ Every duty travels of Project Experts and participants is arranged properly and timely. ➤ Project Experts on duty travel are informed of any urgent matters he or she needs to deal with.
3. Assistance for trainings and meetings	<ul style="list-style-type: none"> ➤ Provide necessary logistical arrangements for project trainings and meetings such as venues, accommodation, transportation, press release, etc.; ➤ Serve as a secretary during project meetings; ➤ Support to develop relevant reports; 	<ul style="list-style-type: none"> ➤ Trainings and meetings are conducted without difficulties. ➤ Media is well informed of project trainings and meetings and some articles are produced. ➤ Meeting minutes are prepared if so instructed. ➤ Meeting reports are finalized soon after the completion of meetings.

4. Project activities / public relations support	<ul style="list-style-type: none"> ➤ Assist with the updating of the Project Calendar of Expert travel schedule, Events and other project plans; ➤ Work in cooperation with the staff of the Climate Change Division of SPREP, and PCCC; ➤ Assist with updating g of the PCCC webpage and newsletters; 	<ul style="list-style-type: none"> ➤ Travel information of all the Project Experts and project events are always updated on a calendar. ➤ Project Experts have sufficient administration support. ➤ Necessary information is shared with the Climate Change Division of SPREP, and PCCC. ➤ PCCC webpage and newsletters are updated timely.
5. Other relevant duties as required from time to time	<ul style="list-style-type: none"> ➤ Provide assistance to the Project Experts for their work upon request; ➤ To make available as much as possible during trainings, and assist the Project Office to conduct workshops/trainings, etc. as may be necessary; 	<ul style="list-style-type: none"> ➤ Other supportive work requested by the Project Experts is provided as required.