

## Annex I

<b>Project</b>	J-PRISM II (Japanese Technical Cooperation Project for Promotion of Regional Initiative on Solid Waste Management in Pacific Island Countries, Phase II) by JICA
<b>This job exists to</b>	Provide administrative and secretarial services and public relations support to the above project
<b>Duration</b>	1st of December 2019 - 31 March 2020 with the initial three (2)-month probation period. The contract may be renewed for another one (1)-year period as follows and the same shall apply thereafter by mutual agreement.  First term: from 1 <sup>st</sup> December 2019 to 31 <sup>st</sup> March 2020 Second term: from 1 <sup>st</sup> April 2020 to 31 <sup>st</sup> March 2021 Third Term: from 1 <sup>st</sup> April 2021 to 31 <sup>st</sup> January 2022
<b>Due Date</b>	<b>3rd November 2019</b>  <b>SUBMIT ALL APPLICATIONS BY:</b> <b>1. EMAIL</b> (: Subject matter to be clearly marked “ <b>Application for the Project Assistant J-PRISM Phase II</b> ” and send to <a href="mailto:ayako.yoshida@gmail.com">ayako.yoshida@gmail.com</a> OR <a href="mailto:miyata.nobuaki.jpriism2@gmail.com">miyata.nobuaki.jpriism2@gmail.com</a>

## TERMS OF REFERENCE

### DETAILS OF RESPONSIBILITIES

DUTIES	DETAILS	EXPECTED RESULTS
<b>1. Secretarial and administrative support</b>	<ul style="list-style-type: none"> <li>➤ Keep all records and distribute all relevant documents;</li> <li>➤ Process necessary procurement and accounting according to JICA's accounting policies and procedures and payments for the project;</li> <li>➤ Maintain and keep track of office supplies and stationaries such as printers and photocopy machine;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Documents received are recorded, filed or distributed in a timely and orderly manner.</li> <li>➤ Procurement and payment are processed properly.</li> <li>➤ Invoices, receipts and others required for the project accounting are properly documented for the Project Coordinators.</li> <li>➤ Office supplies are ordered before shortage and stocked in a proper manner.</li> </ul>

<b>2. Travel Arrangements</b>	<ul style="list-style-type: none"> <li>➤ Assist the Project Office Staff in processing all necessary travel documents and requirements for project staff and participants for the project workshops and meetings;</li> <li>➤ Liaise with the Project Office Staff while on duty travel and ensure any urgent matter is reached;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Every duty travel of Project Office Staff is arranged properly and timely.</li> <li>➤ Project Office Staff on duty travel is informed of any urgent matter he or she needs to deal with.</li> </ul>
<b>3. Assistance for Meetings and Workshops</b>	<ul style="list-style-type: none"> <li>➤ Provide necessary logistical arrangements for project meetings and workshops such as venues, accommodation, transportation, etc.;</li> <li>➤ Serve as a secretary during project meetings;</li> <li>➤ Support to develop relevant reports</li> </ul>	<ul style="list-style-type: none"> <li>➤ Meeting and workshop are conducted without difficulties.</li> <li>➤ Media is well informed of project meetings and workshops and some articles are produced.</li> <li>➤ Meeting minutes are prepared if so instructed.</li> <li>➤ Meeting reports are finalized soon after the completion of meetings.</li> </ul>
<b>4. Project Activities Support</b>	<ul style="list-style-type: none"> <li>➤ Assist with the updating of the Project Calendar of Expert travel schedule, Events and other project plans;</li> <li>➤ Work in cooperation with the staff of the Waste Management and Pollution Control Division of SPREP;</li> <li>➤ Assist with updating of the J-PRISM webpage and newsletter;</li> <li>➤ Assist Project Office Staff to collect information and data from the Counterparts and JICA Experts in each country;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Travel information of all the project experts including the Project Office Staff and project events are always updated on a calendar.</li> <li>➤ Necessary information is shared with the Waste Management and Pollution Control Division, SPREP.</li> <li>➤ J-PRISM Webpage and newsletter are updated timely.</li> <li>➤ Information about project activities in each country collected is compiled as required.</li> </ul>
<b>5. Maintenance of PIDOC (Pacific islands Database of Capacity Building Activities in Waste Management)</b>	<ul style="list-style-type: none"> <li>➤ Assist Project Office Staff to maintain the data base system (Pacific islands Database of Capacity Building Activities in Waste Management: PIDOC)</li> <li>➤ To operate the database</li> </ul>	<ul style="list-style-type: none"> <li>➤ PIDOC is maintained appropriately with updating data frequently.</li> </ul>

	system of Capacity Development Activities (PIDOC) and produce necessary reports upon request.	
<b>6. Other relevant duties as required from time to time</b>	<ul style="list-style-type: none"> <li>➤ Provide assistance to the Project Office Staff for their work upon request;</li> <li>➤ To make available as much as possible to travel either within Samoa and/or to other countries, and assist the Project Office to conduct workshop/training, etc. as may be necessary;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Other supportive work requested by the Project Office Staff is provided as required.</li> </ul>