

Terms of reference for Administration Specialist

State Institute “Agriculture Entrepreneurship Development” Project Management Unit Strengthening Resilience of the Agriculture Sector Project (SRASP)

I. Background

The Strengthening Resilience of the Agriculture Sector Project is an IDA grant in the amount of US\$ 58 million prepared to support Tajikistan for the purpose of foundations for a more resilient agriculture sector refer to the availability of public agricultural services, including improved seeds, seedlings, and planting materials; agri-logistical services; agrometeorological information, soil testing, locust control and crop protection.

The project aims to support the Government of Tajikistan (GoT) in successfully transitioning to a sustainable, more productive, climate resilient, and inclusive model of agricultural sector growth. The proposed project will help to:

- (i) increase the availability of improved seeds, seedlings, and planting materials that are climate resilient, affordable, farmer-preferred and well adapted to the different agro-ecological conditions of Tajikistan.
- (ii) improve the access to improved agri-logistic services of farmers and agri-businesses; and
- (iii) strengthen the crisis management, i.e. early warning, preparedness and response capacity of selected public institutions.

All activities related to human resource development and capacity building will include topics on understanding climate change better and frameworks, tools, and techniques to facilitate designing and implementing climate adaptation and mitigation approaches. All infrastructure, including buildings, offices, laboratories, and storage facilities, constructed and/or rehabilitated by the project, will be encouraged to utilize energy-efficient and climate-resilient materials and designs. The proposed project aims to thereby strengthen the foundations for more resilient agriculture sector, which will in turn help improve food security and nutrition and accelerate agricultural diversification. It will also contribute to the development of a viable sector of private micro, small and medium enterprises in rural areas and generate employment opportunities for women in regions with few legal alternatives.

The Project is implemented by State Institute “Agriculture Entrepreneurship Development” Project Management Unit (SI AED PMU).

II. Project Objective

The development objective of the proposed project is to strengthen the foundations for a more resilient agricultural sector in Tajikistan.

III. Scope of work

AED PMU Administration Specialist will be responsible for administrative aspects of AED PMU. He/she will report to the AED Director and provides administrative support to the entire AED PMU. Administration Specialist will be responsible for the following tasks:

- Provide oversight of the property of the PMU and be responsible for their using and maintenance and supplies.
- Ensure that the minutes of the meeting and the Director of the AED PMU written instructions, distributed and implemented properly.
- Monitor the timely execution of documents.
- Ensure that an effective system of registration documents.
- Ensure timely preparation and submission of required reports on the project.
- Ensure the proper functioning of the activities of the AED PMU, monitor the condition of the

premises, communication systems, transportation, etc.

- If necessary, provide work with admission documentations, transfer and dismissal of AED PMU staff and its subsidiaries in accordance with the current legislation of the Republic of Tajikistan.
- Monitor AED PMU staff performance, especially secretary-clerk, drivers and cleaners.
- Establish and maintain lists of working hours (time sheet) of employees.
- Coordinate procurement, finance and planning AED PMU office.
- Ensure proper organization of the programs mission's visit to the AED PMU office.
- Ensure the safety of AED PMU property.
- Perform other duties as required from time to time.

IV. Reporting

The Administrative Specialist will report to and work under supervision of AED PMU Director. The Administrative Specialist will provide monthly activity reports AED PMU Director in Tajik or Russian language.

V. Languages

The Administration Specialist shall work in the Tajik and Russian. Documents shall be prepared in the Tajik if needs in the Russian Language.

VI. Qualifications and Requirements

- University degree or equivalent qualification
- At least three years of work experience in an office or administrative work, preferably with international organizations.
- Excellent interpersonal skills.
- Excellent computer skills with a strong working knowledge of Microsoft Office (Word, Excel, Outlook, etc.).
- Excellent oral and written communication skills Tajik and Russian languages, English is an advantage.

VII. Location

Dushanbe city, including field visits to project sites

VIII. Duration of the assignment

The assignment will start in _____ and will be initially until December 31, 2022 including a probation period of 3 months and with possible extension til the end of the project (30 June 2027). Decision on extension of the contract will be made by the SI AED PMU in agreement with the World Bank.