



# ENVIRONMENTAL PROTECTION AGENCY

4<sup>TH</sup> Street, Sinkor  
Tubman Blvd, Monrovia - Liberia



## GROSS-CUTTING CAPACITY DEVELOPMENT (CCCD) PROJECT

### PROJECT ASSISTANT

## Terms of Reference

**Project Title:** Strengthening National Capacities to Meet Global Environmental Obligations with the Framework of Sustainable Development Priorities

<b>Job Title</b>	<b>CCCD Project Assistant</b>
<b>Division/Department</b>	National Climate Change Secretariat/NCCS Environmental Protection Agency/EPA
<b>Programme/Project Number</b>	GEF ID number: 9390 (Cross-Cutting Capacity Development Project/CCCD)
<b>Location</b>	Monrovia, Liberia
<b>Reports to</b>	<b>: National Project Director Executive Director, EPA</b>

### BACKGROUND

The Environmental Protection Agency (EPA) through the United Nations Development Program (UNDP) obtained funding from the Global Environmental Facility (GEF) to support the Cross-Cutting Capacity Development (CCCD) Project for Liberia. The project will support the Government of Liberia to Strengthening National Capacities to Meet Global Environmental Obligations within the Framework of Sustainable Development Priorities. The project has four components:

1. Integrated environmental knowledge management system (EKMS)
2. Enhanced institutional and technical capacities for mainstreaming
3. Improving awareness of global environmental values
4. Updating the National Capacity Self-Assessment (NCSA)

The UNDP through the EPA as Implementing Entity (IE) intends to recruit the service of a **Project Assistant**, who will assist the Project Manager in running the daily affairs of the project and its implementation. This project is in line with the GEF-6 CCCD Strategy objective 1, 3, and 5 which call for countries to: a) integrate global environmental needs into management information systems and monitoring, b) integrate MEA provisions into national policy, legislative, and regulatory frameworks, and c) update NCSAs, respectively. The goal of this project is for Liberia to make better decisions to meet and sustain global environmental obligations. This requires the country to have the capacity to coordinate efforts, as well as best practices for integrating global environmental priorities into planning, decision-making, and reporting processes. To this end, the objective of this project is to strengthen a targeted set of national capacities to deliver and sustain global environmental outcomes within the framework of sustainable development priorities. The project will be carried out via four linked

components. **Component 1:** calls for the establishment of an integrated environmental knowledge management system to meet global environment and sustainable development priorities, **Component 2:** focuses on enhanced institutional and technical capacities to mainstream, develop, and utilize policies for implementation of the three Rio Conventions, **Component 3:** works to improved environmental attitudes and values for the global environment, and **Component 4:** is the updating of the National Capacity Self-Assessment (NCSA). The project will take an adaptive collaborative management (ACM) approach to implementation, which calls for stakeholders to take an early and proactive role in the mainstreaming exercises, as well as to help identify and solve unexpected implementation barriers and challenges. By taking an ACM approach, project activities and outputs can be more legitimately modified and adapted to maintain timely and cost-effective project performance and delivery. As a National Implementation Modality (NIM) project, its management will be seated at the EPA.

### **Terms of Reference for the CCCD Project Assistant**

Under general supervision of the Executive Director of the EPA, as Project National Director and the direct supervision of the Project Manager, the CCCD **Project Assistant** duties and responsibilities include:

#### **DUTIES/RESPONSIBILITIES**

1. Overall responsibilities: The **Project Assistant** will assist the **Project Manager** in running the project on a day-to-day basis on behalf of the EPA as the project's Implementing Entity and the Project Steering Committee (PSC)

Specifically His/her main duties and responsibilities will be as follow:

#### **Overall project management:**

- Organizational and logistical issues related to project execution per UNDP guidelines and procedures
- Record keeping of project documents, including financial in accordance with audit requirements
- Ensure all logistical arrangements are carried out smoothly
- Assist the Project Manager in preparation and update of project work plans in collaboration with the UNDP Country Office
- Facilitate timely preparation and submission of financial reports and settlement of advances, including progress reports and other substantial reports
- Report to the Project Manager and UNDP Programme Officer on a regular basis
- Identification and resolution of logistical and organizational problems, under the guidance of the Project Manager
- Assist the Project Manager to ensure Annual Work Plans (AWPs) based on the multi-year work plan included in Annex 2, of the project document, including annual output targets to support the efficient implementation of the project
- Assist in the preparation of Progress Reports, Annual Review and Final Review (progress against planned activities, update on Risks and Issues, expenditures) and submission to the of reports to the PSC and Project Assurance-UNDP
- Identify follow-on actions and submit them for consideration to the Project Management
- Ensure the transfer of project deliverables, documents, files, equipment and materials to national beneficiaries
- Perform any additional tasks as requested by the Project Manager

#### **Conceptual/substance-wise Responsibilities:**

- Demonstrates high integrity and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### **Functional Competencies:**

- The **Project Assistant** should have experience in supporting the implementation of UNDP implemented projects, with preference in environment and natural resource management projects.

**Key Performance Indicators:**

- Timely completion of tasks assigned
- Number of briefing notes/minutes produced

**Expected Outputs:**

- Monthly reports
- Quarterly reports
- Annual reports

**REQUIRED COMPETENCIES**

**EDUCATION**

Candidate should hold Bachelor degree in Social Sciences, Project Management, Environmental Studies, Economics, Development Planning or related fields.

**EXPERIENCE**

- A minimum of 2 years of progressive and relevant experience in the field of administration
- Experience in working and collaborating with government institutions, UNDP and private sector
- Excellent knowledge of English including writing and communication skills
- Ability to write clearly and concisely, and have sound quantitative skills
- Good computer knowledge on MS word, power point & Excel
- Experience in development work, partnerships building and resource mobilization

**OTHER SKILLS**

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Displays cultural, gender, religion, nationality and age sensitivity and adaptability

#### **IMPLEMENTATION ARRANGEMENTS**

Under the direct supervision of the **Project Manager**, the **Project Assistant** will be responsible to assist the **Project Manager** in coordinating, organizing, and managing the CCCD country program implementation processes, including liaison with partners, backstopping and providing relevant documentation and feedback

#### **SUBMISSION OF APPLICATIONS**

Interested candidates should send a one-page cover letter-expression of interest (EOI), indicating suitability for the post, as well as a CV to the Environmental Protection Agency. All interested candidates are to address their letter of applications and curriculum vitae to the below address on or before 4pm, January 17, 2018:

#### **ATTENTION:**

Mrs. Benetta Wonde- Gogbar  
Assistant Manager  
Human Resource Department  
Environment Protection Agency (EPA)  
4th Street, Sinkor  
1000 Monrovia, 10 Liberia  
P.O. Box 4024

or through email ([bgogbar@epa.gov.lr](mailto:bgogbar@epa.gov.lr)/[benethawondegogbar@yahoo.com](mailto:benethawondegogbar@yahoo.com)), indicating in subject area "Application for CCCD Project Assistant". Closing date for applications is **4pm, January 17, 2018**. Any application coming/received after this decline will not be given consideration. **Only short-listed candidates whose applications correspond to the above criteria will be contacted for an interview.**

NOTE: This information is also posted on the below website:

- [www.emansion.gov.lr](http://www.emansion.gov.lr)