

## **TERMS OF REFERENCE AND SCOPE OF SERVICES**

### **PROJECT ADMINISTRATIVE ASSISTANT**

#### **A. PROJECT BACKGROUND**

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The Government of Uganda received financial support from the World Meteorological Organization (WMO) Systematic Observations Financing Facility (SOFF). The Systematic Observations Financing Facility (SOFF) provides support to countries for the generation and exchange of critical basic observational data essential for improved weather forecasts and climate services. It will provide technical and financial assistance through novel methodologies by applying internationally agreed upon metrics.

The objective of the project is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data, which is crucial for enhancing weather forecasts and climate services, multisectoral decision making, and planning for the benefit of all stakeholders. The Uganda Ministry of Water and Environment functions as the Executing Agency for the project, with the Department of Meteorology (formerly the Ugandan National Meteorological Authority) serving as its implementation arm and project beneficiary. The SOFF Project Implementing Entity is the Islamic Development Bank (IsDB), whereas the Project Peer Advisor is the Royal Netherlands Meteorological Institute (KNMI).

Consequently, the Government of Uganda intends to allocate a portion of the funds to the recruitment of a full-time Project Administrative Assistant for this Project.

The Project Administrative Assistant will operate under the direct supervision of the SOFF Project Coordinator and indirectly under the Steering Committee comprising the IsDB Regional Hub/Headquarters, KNMI, and Department of Meteorology (DoM), Ministry of Water and Environment.

#### **B. PROJECT DEVELOPMENT OBJECTIVE**

##### **1. PROJECT OBJECTIVES:**

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- 1.1 The objective of the project is to enhance and sustain Uganda's weather observation network by improving its capacity to generate and disseminate essential observational data through increased human and institutional capacity, infrastructure enhancement, and continuous compliance with GBON requirements.

##### **2. PROJECT LOCATION:**

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- 2.1 The project shall be located in nine locations across Uganda including Mbarara, Masindi, Kasese, Jinja, Soroti, Entebbe, Arua, Kitgum, Kotido, and Mubende.

### 3. PROJECT DESIGN AND SCOPE/COMPONENTS:

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3.1 The primary components of the project include the development of GBON-compliant institutional and human capacity, enhancement of the GBON infrastructure, and sustained compliance with the Global Basic Observing Network (GBON). The project encompasses nine land-based stations and two upper air stations.

#### 3.2 Description of the Scope:

The project has three main components, as detailed below:

#### 3.3 Component 1: Enhancement of DOM's Institutional and Human Capacity

- The objective of this component is to establish the capability of operating and maintaining the observing network. This includes conducting national consultations with CSOs and other relevant stakeholders as well as developing the necessary institutional capacity to operate the GBON network and enhancing the human capacity needed to operate the GBON network.

#### 3.4 Component 2: Rehabilitation and Construction GBON Infrastructure

- This component comprises investments in the acquisition and installation of the observation infrastructure and telecommunications. It encompasses upgrading and improving land-based stations and related equipment, ICT systems, data management systems, and standard operating practices. Additionally, it includes the installation of new upper-air stations, the enhancement of existing upper-air stations and related equipment, ICT systems, data management systems, and standard operating practices.

#### 3.5 Component 3: Uganda Network Compliance with GBON Requirements

- This section encompasses the expenses incurred during the commissioning phase for land-based stations and upper-air stations that are part of the Global Basic Observing Network (GBON). This includes the costs associated with ensuring compliance with country-specific standards for operations and maintenance, as well as data sharing verification by the World Meteorological Organization (WMO) Technical Authority.

### 4. SPECIFIC SCOPE OF WORK

- The Project Administrative Assistant is integral to the Project Management Unit (PMU), ensuring efficient project execution and successful completion. This role supports the project coordinator and team members, organising activities and meeting deadlines. Thus, we seek a proactive Administrative Assistant for the SOFF Project Management Unit, capable of working independently and enhancing the office environment.
- This role ensures daily operations of the SOFF Project Management Unit, enhances office efficiency, and liaises with high-ranking officials while managing schedules and maintaining protocols.
- Responsibilities include report creation, travel and accommodation arrangements, minute taking, other organizational tasks for the SOFF project, and prioritising tasks with guidance from the Project Coordinator.
- The Assistant will work under the direct supervision of the Project Coordinator and general oversight of the IsDB Country Office, SOFF Uganda Steering Committee, comprising the IsDB Regional Hub/Headquarters, KNMI, and the Ministry of Water and Environment, reporting to the Ugandan Ministry of Water and Environment through the Commissioner for Meteorology and Project Coordinator.

## 5. MAIN RESPONSIBILITIES

The Project Administrative Assistant will be under the supervision of the Project Coordinator and will be the general facilitator of all project office administrations. The candidate will be responsible for:

- **Administrative Support:** The primary function involves managing day-to-day administrative tasks, such as scheduling meetings, maintaining project documentation, preparing reports, and handling correspondence. Design and implementation of appropriate administrative systems for project equipment and assets. Ensure that all office equipment is well maintained and appropriately utilised, and that an appropriate replacement schedule is implemented.
- **Coordination:** Assists in coordinating project activities including task assignments, resource allocation, and timelines. The assistant ensures that all team members are aligned and informed of project milestones and deadlines. Organise and coordinate meetings, workshops, and other events planned by the project and management team.
- **Communication:** Serves as a liaison between SOFF project stakeholders, including clients, team members, and external partners. Effective communication is crucial to keeping all parties informed and engaged.
- **Documentation:** Maintain comprehensive project records, including meeting minutes, progress reports, and relevant documentation. This ensures transparency and accountability throughout the project life cycle. Provide basic human resource management support, including keeping track of annual leaves/sicks/absences for the project staff. Maintain an up-to-date asset register for all project assets and equipment. Maintain current distribution lists, phone/address lists of project/product contacts
- **Financial Administration:** Assist in tracking project budgets, processing invoices, and monitoring expenses. Ensuring that the financial aspects of the project are managed efficiently and within budget.
- **Problem-solving:** Proactively identify potential issues and bottlenecks and work to resolve them promptly to keep the project on track.
- Any other duties as assigned from time to time

## 6. QUALIFICATIONS AND EXPERIENCE

The project administrator should possess following:

- An honours bachelor's degree in management studies, public administration, or a related field from a recognised university.

- At least four (4) years of working knowledge and experience in handling office administration tasks for projects, as well as front desk and secretarial work in project settings in reputable organisations (s).
- Organizational Skills: Exceptional organizational abilities are essential for managing multiple tasks and ensuring that all aspects of a project are well coordinated.
- Communication Skills: Strong verbal and written communication skills are necessary for effective interactions with team members and stakeholders.
- Attention to Detail: A keen eye to detail ensures that all project documentation is accurate and comprehensive.
- Time Management: Ability to prioritise tasks and manage time efficiently to meet deadlines.
- Technical Proficiency: Familiarity with project management software and tools as well as proficiency in standard office applications such as Microsoft Office. Competencies with MS Office is a MUST
- Adaptability: Flexibility to adapt to changing project requirements and environments.
- Interpersonal Skills: Strong interpersonal skills to build positive relationships with team members and stakeholders.

## **7. DURATION OF ASSIGNMENT AND LOCATION**

The appointment is for a duration of four (4) years. An annual performance evaluation will be conducted, and continuation of the position will be contingent upon satisfactory performance.

The consultant will be stationed at the Ministry of Water and Environment, Department of Meteorology, Kampala, with periodic travel to project sites, as necessitated by the role.