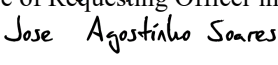
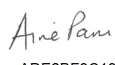
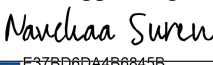


**TERMS OF REFERENCE  
NATIONAL INDIVIDUAL CONSULTANT  
EXECUTIVE ASSISTANT**

Hiring Office:	UNFPA Timor-Leste				
Purpose of consultancy	To support the Country Representative while maintaining full confidentiality, upholding protocol, managing information flow and following up on deadlines and commitments. You will also facilitate knowledge building and management; provide logistical support; support communications; and coordinate secretarial services.				
Background	The Personal Assistant to the Representative of the United Nations Population Fund (UNFPA) plays a crucial administrative and coordination role, offering direct support to the Representative. The responsibilities typically include managing schedules, organizing meetings, handling correspondence, and ensuring effective communication between the Representative and other stakeholders, both internally and externally. This position requires discretion, efficiency, and an understanding of the UNFPA's core mission, which is focused on population issues such as reproductive health, family planning, and gender equality.				
Scope of work:  (Description of services, activities, or outputs)	Under the overall supervision of the Country Representative the consultants key Responsibilities will be: <ol style="list-style-type: none"> <li>1. <b>Administrative Support:</b> Managing daily schedules, booking appointments, and organizing events for the Representative. This also includes preparing briefing materials and handling travel arrangements.</li> <li>2. <b>Communication and Correspondence:</b> Drafting and reviewing official correspondence, ensuring timely and effective communication between the Representative and internal/external stakeholders.</li> <li>3. <b>Meeting Coordination:</b> Organizing and preparing for meetings, including taking minutes, setting agendas, and following up on action points.</li> <li>4. <b>Document Management:</b> Maintaining accurate records, filing important documents, and ensuring the flow of information within the organization.</li> <li>5. <b>Liaison Role:</b> Acting as a point of contact between the Representative's office and other departments, UN agencies, government officials, NGOs, and the public.</li> </ol>				
Duration and working schedule:	upon signing of the contract to November 2025				
The place where services are to be delivered:	Dili, Timor Leste UNFPA main office				
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The individual consultant will produce a monthly report, which the supervisor will review, in electronic form. Payment will be made upon satisfactory completion of the deliverables, on a monthly basis. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Deliverables</th> <th style="text-align: center;">Payment mode (Monthly)</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>● Take monthly Staff meeting minutes and distribute to all staff, at least a day after meeting</li> <li>● Coordinate and set up staff meeting or workshops</li> <li>● Maintain the Representative’s Daily calendar, and schedule appointments with high-ranking visitors</li> <li>● Organize official travel; maintain travel files and reports</li> <li>● Process and submit travel claims for the Representative through travel module in UNall</li> </ul> </td> <td style="text-align: center; vertical-align: top;">100%)</td> </tr> </tbody> </table>	Deliverables	Payment mode (Monthly)	<ul style="list-style-type: none"> <li>● Take monthly Staff meeting minutes and distribute to all staff, at least a day after meeting</li> <li>● Coordinate and set up staff meeting or workshops</li> <li>● Maintain the Representative’s Daily calendar, and schedule appointments with high-ranking visitors</li> <li>● Organize official travel; maintain travel files and reports</li> <li>● Process and submit travel claims for the Representative through travel module in UNall</li> </ul>	100%)
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Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Individual Consultant will work closely with the Representative, Assistant Representative and International Operations Manager.				

Supervisory arrangements:	The Individual Consultant will be supervised by the Representative or the designated Officer in Charge
Expected travel:	Yes, (if applicable). Travel expenses will be borne by UNFPA
Required expertise, qualifications and competencies, including language requirements:	<p><b>Education:</b></p> <p>Completed Secondary Level Education required. A first level university degree is desirable.</p> <p><b>Knowledge and experience:</b></p> <ul style="list-style-type: none"> <li>● Six years of relevant experience in administration.</li> <li>● Some experience in research assistance.</li> <li>● Strong interpersonal and organizational skills.</li> <li>● Proficiency in current office software applications and corporate IT financial systems.</li> </ul> <p><b>Language</b></p> <ul style="list-style-type: none"> <li>● Fluency in English</li> </ul>
Inputs/services to be provided by UNFPA	Working space, laptop and phone credit and internet.
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office:    <small>97AFE64920AB4BF...</small>              Jose Agostinho Soares, Admin and Finance Associate              Date:</p> <p>Signature of Reviewing Officer:    <small>ADE2BF9C199A46D...</small>              Ms. Pamela Aine, International Operation Manager              Date:</p> <p>Signature of Approving Officer in Hiring Office:    <small>E37BD6DA4B6845B...</small>              Ms. Navchaa Suren, Representative              Date:</p>	