

TERMS OF REFERENCE FOR THE OFFICE ADMINISTRATOR/SECRETARY FOR THE GREAT LAKES TRADE FACILITATION PROJECT

1.0 BACKGROUND

The Government of Uganda has received financing in the amount of US\$ 14 million (United States Dollars) equivalent from the World Bank towards the Great Lakes Trade Facilitation Project (GLTFP), a regional project implemented by the governments of the Democratic Republic of Congo, the Republic of Rwanda, the Republic of Uganda, and the Common Market for Eastern and Southern Africa (COMESA). The objective of the GLTF Project is to facilitate cross-border trade by increasing the capacity for commerce and reducing the costs faced by traders, especially small-scale and women traders, at targeted locations in the borderlands.

Implementation of the Project is spearheaded by the Ministry of Trade, Industry and Cooperatives together with the Ministry Works and Transport and in collaboration with the border agencies. The GLTF project will support activities under the following four components;

- (i) Improving Core Trade Infrastructure and Facilities in the Border Areas including border infrastructure and facilities, a border market and related feasibility studies at Mpondwe, Goli and Bunagana
- (ii) Implementation of Policy and Procedural Reforms and Capacity Building to Facilitate Cross Border Trade in goods and services including implementation of the charter on minimum treatment of cross border traders, training and capacity building for traders and officials and support for implementation of the COMESA Simplified Trade Regime (STR) at the targeted border points.
- (iii) Performance Based Management in Cross Border Administration: This component entails professionalization and change management in the border agencies and applying performance based management and incentive mechanisms

- (iv) Implementation support, Communication, Monitoring and Evaluation: This component comprises implementation support and communications: project M&E and systems for monitoring small-scale cross-border trade.

2.0 DETAILS OF THE JOB OF THE OFFICE ADMINISTRATOR/SECRETARY

The Office Administrator/Secretary shall be recruited under the GLTF Project to offer general administrative and support services to the Project Implementation Unit. Key duties and responsibilities of the Administrative Secretary shall include;

- Arranging boardroom bookings, secretarial support, printing, mail and document distribution, travel.
- Maintaining and continuously improving administrative systems, mailing lists and databases.
- Intuitively planning and other administrative tasks in support of staff engaged on GLTF Project plans.
- Compiling and produce reports briefing and information sheets are required.
- Actively participating in relevant activities that support the delivery of GLTF plans.
- Maintaining up to date office and transport equipment and other related operational records.
- Processing or answering inquiries and providing information to the general public, customers, visitors, and other interested parties regarding activities under the GLTF Project.
- Supervising program drivers for delivery of GLTFP travel plans.
- Perform any other duties and responsibilities appropriate to the post as assigned by the supervisor.

3.0 REPORTING ARRANGEMENTS:

The Office Administrator/Secretary shall report to the Project Coordinator and perform his or her duties in close coordination with the staff

4.0 QUALIFICATIONS, SKILLS AND EXPERIENCE:

The incumbent should possess an Honors Bachelor's degree in Secretarial services. A minimum of three years' working experience in secretarial administrative, and office management or IT. Computer literacy skills in office applications such as Microsoft Excel and Word. High communication skills in both verbal and written English.