

TERMS OF REFERENCE FOR THE GLTF PROJECT ASSISTANT

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 PROJECT ASSISTANT

The Project Assistant shall be recruited under the GLTF Project to strengthen administrative, financial and operational capacities of the project. Key duties and responsibilities of the Project Assistant shall include;

- Follows up GLTF Project transactions (including data entry) through to completion.
- Monitor usage of office consumables/ supplies, assets and produce monthly reports.
- Compile and submit returns such as NSSF, PAYE and procurement returns/reports.
- Maintains the records of GLTF (including accounting and procurement records)
- Organizing and managing logistics for the events organized by GLTF
- Printing, photocopying, scanning and organizing office documents in the require order.
- Organizes venues and logistics for meeting and workshops.
- Performs any other tasks with respect to the GLTF program as assigned by the supervisor.

3.0 REPORTING ARRANGEMENTS:

The Project Assistant shall report to the Project Coordinator and perform his or her duties in close coordination with the staff

4.0 QUALIFICATIONS, SKILLS AND EXPERIENCE:

A honors Bachelor's degree in Business Administration (BBA), Commerce, Economics, Procurement; or any equivalent university Degree and a post graduate Diploma in Accounting or Procurement. A minimum of three years' working experience in Accounting, Administration and event management, or

Procurement in a reputable organization. Experience Computer literacy skills in office applications such as Microsoft Excel & Word.