

MINISTRY OF SOCIAL SECURITY, NATIONAL SOLIDARITY, AND ENVIRONMENT AND SUSTAINABLE DEVELOPMENT (ENVIRONMENT AND SUSTAINABLE DEVELOPMENT DIVISION)

JOB DESCRIPTION: PROJECT ADMINISTRATIVE ASSISTANT

Recruitment of a Project Administrative Assistant to support the day-to-day administrative requirement as well as the operational and financial management and reporting in the context of the development of Nationally Appropriate Mitigation Actions for Low Carbon Island Development Strategy for the Republic of Mauritius

I. Position Information

Job Title: Project Administrative Assistant

Posting: Climate Change Division of the Department of Environment

Reports to: The Administrative Assistant will work under the general supervision of and report to the Project Manager and the head the Climate Change Division. He/She will also report to the National Project Director who is also the Director of Environment.

II. Background

The Republic of Mauritius is among the first countries to ratify the Kyoto Protocol. However, it does not have national strategies to guide medium-to-long term mitigation actions to tackle climate change. The total GHG emission for Mauritius was 5,571.97 Gg CO₂ equivalent in 2017 (Statistics Mauritius, 2018).

The Paris Agreement defines the global objective as "holding the increase in the global average temperature to well below 2°C above pre-industrial levels while pursuing efforts to limit temperature rise to 1.5°C by the year 2100 ". The Intergovernmental Panel on Climate Change Special Report on Global Warming of 1.5°C, released in October 2018, states that human activities are estimated to have already caused approximately 1.0°C of global warming above pre-industrial levels. Global warming is likely to reach 1.5°C between 2030 and 2052 if emissions continue to increase at the current rate. Additionally, global carbon neutrality should be reached by the end of this century.

The Paris Agreement also firmly places Nationally Determined Contributions (NDCs) at the centre of Parties' efforts in moving their economies on low-emission resilient development pathways. Strong national policy frameworks will need to be put in place to foster and enable sustained implementation. As countries move forward with the

implementation, nationally appropriate mitigation actions (NAMAs) are expected to play prominent role, as an instrument that will be used to achieve countries' NDCs.

In response to decisions adopted at the 19th and 20th sessions of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC), the Republic of Mauritius submitted its Intended Nationally Determined Contributions (INDC) to the UNFCCC Secretariat on 28 September 2015. Mauritius aims to abate greenhouse gas (GHG) emissions by 30%, by the year 2030, relative to the business as usual scenario by transitioning to a low-carbon development path through the accrued utilisation of renewable energies, subject to provision of grant finance, technology development and transfer, and capacity building. In order to totally fulfill its contributions and achieve climate change resilience through the implementation of adaptation and mitigation measures, financing of the order of USD 5.5 billion are required.

At COP 17, Parties recognized “the need for support for enabling activities to assist developing country Parties in the identification and preparation of nationally appropriate mitigation actions for submission to the registry, and support for their implementation”. In this context, Mauritius sought the support of UNEP and funding resources from GEF for the establishment of a national NAMA Registry and the implementation of pilot NAMAs with MRV systems.

Through this GEF funded NAMA project, national capacities in identifying, formulating, and prioritising NAMAs, will be established. In the process of prioritising the NAMAs, the development and establishment of a national NAMA registry will be initiated. A monitoring, review and validation system (MRV) will then be developed, starting with the NAMA that will be piloted for implementation under this GEF proposed project. The pilot NAMA project will be on utility-scale renewable energy.

The **objective** of the project is therefore to ensure a low carbon path for Mauritius, by establishing the national capacity for formulating and prioritising mitigation actions to implement NDC and further develop the local capability to design and implement mitigation actions in the energy sector. The project is structured into three components, as follows:

2.1 Component 1: Strengthen National Capability to identify, prioritize and develop mitigation actions to meet NDCs targets (lead by the Ministry of Social Security National Social Security, National Solidarity, and Environment and Sustainable Development).

Expected Outputs:

- (i) Review the institutional arrangements for the development and implementation of NDC mitigation actions through development of process and procedures as well as identify institutional responsibilities.
- (ii) Develop the NDC (mitigation) implementation strategy and identify potential sources of funds.
- (iii) Establish a National registry to track implementation of mitigation actions.

- (iv) Carry out gender mainstreaming into decision making process on design and implementation of mitigation actions.

2.2 Component 2: Initiate implementations on Renewable Energy (RE) target to meet the NDC goals (lead by the Ministry of Energy and Public Utilities/ Central Electricity Board).

Expected Outputs:

- (i) Analyse and develop a Mitigation action plan for scaling up Renewable Energy for electricity generation, to contribute to NDC target.
- (ii) Strengthen policy, regulatory, and supportive framework to facilitate investment in Renewable Energy projects.
- (iii) Facilitate investment for Renewable Energy projects to meet NDC targets.

2.3 Component 3: Establishment of an Enhanced Transparency Framework (ETF) to track and transparently report NDC implementations for RE actions operations (lead by Statistic Mauritius).

Expected Outputs:

- (i) Establish Institutional framework and organizational linkages for ETF, including link to in the national registry mechanism.
- (ii) Design & implement a Measurement, Reporting and Verification (MRV) system, including monitoring plan covering key parameters for the electricity generation sector.
- (iii) Training of local technical professionals to conduct ETF.
- (iv) Constitute an ETF technical committee specific to the energy pilot sector.

III. Organisational Context

The GEF Implementing Agency for the Project is UNEP who is responsible for project oversight, while the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division) is the GEF Executing Agency. The Ministry will thus coordinate and lead the implementation of the project in close collaboration with the Ministry of Energy and Public Utilities, Central Electricity Board, Mauritius Renewable Energy Agency, Utility Regulation Authority and Statistic Mauritius. The Central Electricity Board will be responsible for the execution of the Energy NAMA. UNEP DTU Partnership (UDP) is the co-executing agency and will support the implementing the project.

A Project Steering Committee (PSC) will be established. It will be chaired by the Permanent Secretary of the Ministry of Social Security, National Solidarity, and Environment and Sustainable Development (Environment and Sustainable Development Division) and comprise of representatives from relevant Government agencies and other key stakeholders (such as project developers, industries associations and NGOs), as appropriate.

A Project Management Unit (PMU), comprising of a Project Manager and a Project Administrative Assistant, will be responsible for the project implementation and management of resources on a day-to-day basis. The PMU will prepare work plans, budgets, project proposals, and progress reports, amongst others.

IV. Functions / Key Results Expected

Summary of key functions:

The Administrative Assistant will support logistics, correspondence, recruitment of personnel, day-to-day administrative requirements of the project, and the overall operational and financial management and reporting.

The Administrative Assistant will be required to undertake activities as outlined below.

- Provide administrative support to the project management process;
- Support the preparations of project work plan and operational and financial planning processes;
- Assist in procurement and recruitment processes including drafting of Terms of References;

- Establish and maintain a comprehensive filing/recording system of all project documentation;
- Organise meetings related to the Steering Committee, Technical Working Groups as well as other technical and brainstorming sessions/conference calls and maintain records of the events including dates, list of participants, and minutes of meetings;
- Prepare and disseminate notes of meeting;
- Build and update a database of project partners contacts as well as any others relevant individual or institution in relation to the project;
- Maintain agendas for team members and remind them with regard to date for reporting, etc.;
- Provide substantial support to the project workshops and trainings;
- Design, implement and update the project accounting system;
- Follow-up on timely disbursements against project budgets and work plan;
- Review and process project payments and ensuring overall effective management of project accounts;
- Liaise with the Finance Section of the Ministry for financial and budgeting issues;
- Provide financial information to the Finance Section as and when required;
- Prepare specifications for equipment to be purchased for the project;
- Establish and maintain inventory of non-expendable equipment;
- Contribute in the preparation of progress reports;
- Maintain records and report expenses;
- Preparing regular financial reports and support UNEP in financial reporting;
- Liaise with UNEP, UDP and relevant stakeholders on any matter of relevance to the work;
- Report on the main issues and difficulties encountered so that lessons can be drawn with regard to the successive similar projects; and
- Perform other project-related tasks assigned by the Project Manager and/or National Project Director.

V. Competencies

Functional Competencies

- Displays proficiency using standard office equipment such as a computer, fax, photocopier, scanner, etc.;
- Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spread sheets, internet, and power point;
- Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills;
- Ability and sensitivity to work with a wide cross-section of stakeholders, including Government, academia, NGOs and private sector;
- Ability to form and maintain relationships through team work and needed networking;
- Seeks and applies knowledge, information and best practices;
- Consistently approaches work with energy and a positive, constructive attitude;
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction;
- Swiftly refers problems/issues to the appropriate person(s) when necessary;
- Works effectively without constant and direct supervision or guidance;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrated ability to administer project budgets successfully and on time, and to track financial expenditure; and
- Demonstrated ability to maintain effective communications with different stakeholders, and arrange quality meetings and/or workshops.

Planning and Organising

- Able to establish priorities and to plan, coordinate and monitor work while prioritizing competing demands; able to work on tight deadlines;
- Knowledge on how to develop clear goals that are consistent with agreed strategies;
- Foresees risks and allows for contingencies when planning;
- Monitors and adjusts plans and projects as necessary; uses time efficiently.

Teamwork

- Proven interpersonal skills and the ability to establish and maintain effective working relations;
- Works collaboratively with colleagues to achieve project objectives;
- Solicits input by valuing others' ideas and expertise;
- Willingness to learn from others;
- Works collaboratively with colleagues of UNEP and UDP to achieve project goals;

Communication

- Conveys information to all key stakeholders in both written and verbal formats;
- Prepares and delivers presentations;
- Demonstrates openness in sharing information and keeping people informed;
- Proven networking, team-building, organizational and communication skills.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none">○ Minimum of University degree in Science or Engineering or related field.
Experience:	<ul style="list-style-type: none">○ Minimum 2 years' experience of work in large organization/agency or program;○ Experience working in environment or energy projects would be an advantage;○ Knowledge of the UNEP finance and administration policies will be an advantage;○ Computer literate.
Language Requirements:	<ul style="list-style-type: none">○ Fluency in both written and oral English and French.

VII. Key Deliverables

The following are key deliverables expected from the Administrative Assistant.

- Comprehensive filing/recording system including project correspondence and files;
- Minutes of Project Steering Committee Meetings and all other meetings;
- Project reports and schedules;
- Meetings convened;
- Database of project partners and contacts details;
- Project accounting system;
- Quarterly expenditure reports;
- Annual non-expendable equipment report;
- Annual co-financial reports; and
- Year-end review of project account.

VIII. Terms and Conditions

- The Appointment shall be on a contract for an initial period of one year and renewable subject to satisfactory performance.
- Salary: A monthly salary of Rs 20,050 exclusive of travelling allowance, end of year bonus and gratuity.

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