

MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE (ENVIRONMENT)

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

Reporting structure: The Administrative Assistant will work under the general supervision of and report to the Project Manager and the Head Climate Change Division and will report to the National Project Director who is also the Director of Environment.

II. Background

The Republic of Mauritius has signed and ratify the United Nations Framework Convention on Climate Change and its instruments. 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 5,777.0 Gg CO₂ equivalent in 2019 (Statistics Mauritius, 2019).

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 2018, Intergovernmental Panel on Climate Change (IPCC) Special Report on Global Warming of 1.5°C, concluded that limiting the temperature increase to 1.5°C with no or limited overshoot would mean reducing global CO₂ emissions by about 45% from 2010 levels by 2030 and reaching net zero around 2050.

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 USD5.5 billion are required. The NDC is being reviewed and updated for its submission to the UNFCCC Secretariat prior to COP 26 which will be held in November 2021.

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 development of a National Climate Change Mitigation Strategy and Action Plan, and the establishment of a national NAMA Registry and a MRV systems.

Through this GEF funded NAMA project, national capacities in identifying, formulating, and prioritising NAMA, will be established. In the process of prioritising the NAMA, the development and establishment of a national NAMA registry will be initiated. A monitoring, review and validation system (MRV) will then be developed.

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

Component 1: Strengthen National Capability to identify, prioritize and develop mitigation actions to meet NDC targets. This component will be led by this Ministry and will cover the key sectors of energy, waste and agriculture, including forestry.

Expected Outputs:

- Institutional arrangements to coordinate development and implementation of NDC Strengthened through development of process and procedures as well as clear institutional responsibilities.
- NDC Implementation strategy developed and potential sources of funds identified.
- A National registry to track implementation of NDC established.
- Gender mainstreamed into decision making process on design and implementation of mitigation actions.

Component 2: Initiate Implementation actions on renewable energy (RE) target to meet the NDC goals. Collaboration with URA and CEB.

Expected Outputs:

- Mitigation Action plan for scaling up RE for electricity generation, to contribute to NDC target, analysed and developed.
- Policy, regulatory, and supportive framework strengthened to facilitate investment in RE Projects.
- Investment facilitated for RE projects to meet the RE target.

Component 3: Enhanced Transparency Framework (ETF) to track and transparently report NDC Implementation for RE actions. This component will be led by this Ministry and will cover the key sectors with a focus on electricity generation.

Expected Outputs:

- Institutional framework and organizational linkages for ETF, including link to the national registry mechanism, established.
- MRV system, including monitoring plan covering key parameters for the electricity generation sector, designed and implemented.
- Local technical professionals to conduct MRV enabled.

A copy of the '*Request for CEO Approval*' (commonly known as the project document), as approved by the GEF CEO on 12 July 2016 can be accessed at <https://www.thegef.org/project/nationally-appropriate-mitigation-actions-low-carbon-island-development-strategy-mauritius>.

The project activities and the work plan are being revised in view of commitment under the Paris Agreement and latest national Policy instruments such as the RE Roadmap 2030.

III. Organisational Context

The GEF Implementing Agency for the Project is UNEP who is responsible for project oversight, while the Ministry of Environment, Solid Waste Management and Climate Change 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 and the Utility Regulation Authority will be responsible for the execution of the Component 2. UNEP DTU Partnership (UDP) is the co-executing agency and will support the implementing the project.

A Project Steering Committee (PSC) has been established. It is chaired by the Permanent Secretary and comprises of representatives from relevant Government agencies and other key stakeholder, as appropriate.

A Project Management Unit (PMU), comprising of a project manager and a project administrative assistant, is responsible for 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.

Ecological Living In Action Ltd (ELIA) was recruited as national consultants for the execution of Components 1 and 3.

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;
- Organize meetings related to the project including Technical Working Group Meetings, Steering Committee and maintain records of the events including dates, list of participants, and minutes of meetings;
- Prepare and disseminate meeting notes;
- 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, Head of Climate Change Division 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; and
- 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; and
- Works collaboratively with colleagues of UNEP and UDP to achieve project goals.

Communication

- Speaks and writes clearly and effectively;
- 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; and
- 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.

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 pertaining to the project;
- 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 Rs20,050 exclusive of travelling allowance, end of year bonus and gratuity.

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