



**Date of Issuance:** 13 September 2018

**Date and time Expression of Interest (EOI) due:** 27 September 2018 **No later than 4:00 pm local time**

**Drop off EOI to Main Office:** Ministry of Internal Affairs, Taufa'ahau Road, Nuku'alofa

**Email Submission of EOI:** Please email to: [etongotea@mia.gov.to](mailto:etongotea@mia.gov.to)

**Attn:** Acting CEO, Ministry of Internal Affairs

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### **Administrative Support Officer Terms of Reference**

**Assignment:** Project Management Unit (PMU) Administrative Support Officer

**Employer:** Ministry of Internal Affairs & Ministry of Education and Training

**Location:** Nuku'alofa, Tonga

**Duration:** The Administrative Support Officer will be contractually engaged for a period of 5 years

**Expected Start Date:** October 2018

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#### ***1. Background***

Tonga is a small, archipelagic kingdom in the South Pacific. Tonga's population of 106,000 is spread out across 36 of its 177 islands with around three-quarters of the population based in the main island of Tongatapu. Other major islands and island groupings include 'Eua, Ha'apai, Vava'u, and the Niuaus. Its location makes Tonga one of the most geographically remote nations from major centers of economic activity in the world. Tonga has a sizeable youth population, which generally face poor labor market outcomes. Over half (56 percent) of the country's population is 24 years or younger, with a total of about 19,200 Tongans between ages 15 and 24. The potential for economic growth in Tonga is hindered by inherent high cost structures. Over the past two decades, per capita GDP has grown by 1.1 percent, compared to 2.3 percent globally. Given the employment effect of economic growth, this long-term trend has meant domestic job creation has been limited in the Kingdom of Tonga for a sustained period. As a result, a large proportion of youth fail to successfully transition into employment, remaining unemployed or inactive in the labor market well into adulthood.

Tonga is currently preparing a skills and employment project, which will be financed by the World Bank under the IDA 18 cycle. The total funding envelope is approximately US\$20.90 million. The project will be jointly implemented by the Ministry of Internal Affairs, Ministry of Education and Training, and the Ministry of Finance and National Planning. The project objective is to improve opportunities for secondary school progression and facilitate the transition to jobs in the domestic and overseas labor markets for Tongans.

The project has four interlinked components: (1) Conditional cash transfer program for secondary school enrolment and attendance; (2) Strengthening technical and vocational education and training (TVET) provision; (3) Enhancing opportunities for labor migration; and (4) Project management,



monitoring and evaluation, and centralized support. The project will support the poorest decile (some 1,500 households) with cash transfers conditional on them ensuring their secondary school age children enroll and regularly attend classes. It will provide Quality Improvement Grants to 8 TVET providers, and funds to cover tuition fees and living costs for some 600 TVET students from the poorest decile. Meanwhile, it will provide pre-departure training for some 8,000 Tongans and build a work-ready pool of 1,600 migrant workers.

The project will be managed by a Project Management Unit (PMU) located in Tungi Colonade. This PMU will be responsible for the day-to-day implementation, monitoring, and coordination of Components 1, 2, 3 and part of Component 4 of the project. The PMU will report to the World Bank on a semiannual basis on the progress of the project implementation for such components. It will be staffed with a nationally recruited Team Leader, Procurement Officer, Project Accountant, M&E Specialist, and Administrative Support Officer.

This Terms of Reference is for the Administrative Support Officer of the Project Management Unit.

## ***2. Objectives of the assignment***

The objective of this assignment is to organize and oversee the implementation of administrative and logistics works of the PMU under the direct supervision of the Team Leader.

## ***3. Scope of Services***

The duties and Responsibilities of the PMU Administrative Support Officer include:

- Establishing and maintaining the filing system of the PMU.
- Establishing and maintaining the internal information system of the PMU.
- Coordinating with relevant stakeholders in activities disseminating project implementation progress and achievements.
- Doing interpretation and translation work to serve the project activities, as necessary;
- Coordinate with relevant stakeholders in activities disseminating project implementation progress and achievements.
- Draft ad-hoc progress reports and thematic reports if required.
- Assisting with the processing of consultants' contracts, as necessary.
- Assisting to facilitate World Bank supervision missions and trainings.
- Carrying out other tasks assigned by the PMU Team Leader.

## **4. Institutional and Organization Arrangements**

The PMU Administrative Support Officer will be hired by MIA and MET and posted Tungi Colonade, where office space and facilities will be provided. The Administrative Support Officer will report to the Team Leader of the PMU. The PMU Administrative Support Officer is required to follow MIA and MET's standard working hours, but depending on business needs, may be requested to work extended hours.

## ***5. Section Criteria***

### Academic Background and Relevant Experience



- Post-secondary education/ diploma in business management, business administration, or related field
- At least 2 years working experience
- Demonstrated knowledge and competence in administrative and clerical work is required
- Fluency in English and demonstrated ability to be able to write succinct reports which clearly articulate issues identified.

#### General Competencies

- Ability to deal sensitively in multi-cultural environments and build effective business relationships with clients and colleagues.
- Strong oral and written communication skills and persuasiveness in presenting, discussing and resolving difficult issues.
- Ability to identify complex issues and to respond and handle accordingly; does not add unnecessary complexity to tasks or projects.
- Ability to function effectively in multi-disciplinary teams within a matrix management environment.

#### Essential Specialized Skills/Knowledge/Competencies

- Familiar with MS Word, MS Excel, Power Point, MS Outlook is a must.
- Good planning and report/ minutes/ memo writing skills are required
- Previous working experience at national execution or international funded projects is an asset.
- A demonstrated ability to work well with persons at all levels of government