

UNDP-GEF/MNP Project
**“Conservation and sustainable use of globally significant biological diversity
in Khazar Nature Reserve on the Caspian Sea Coast”**

Terms of Reference

Job Title:	Training Center Clerk
Location:	Ministry of Nature Protection, Ashgabat
Duration:	1 April - 31 December 2010
Type of contract:	Service Contract

Background:

This project will strengthen Turkmenistan’s National System of Protected Areas by demonstrating effective protected area management and biodiversity conservation in Turkmenistan’s Khazar Nature Reserve (KhR) on the Caspian Sea coast. The project is designed to provide the tools, the expertise, and the arena for stakeholders to adopt new practices in ways that are appropriate for Turkmenistan and that strengthen Turkmenistan’s National System of Protected Areas. The project will generate substantial global environmental and national sustainable development benefits. The Training Center Clerk will assist in the efficient management of the project through a range of project actions as well as implementation of the effective internal control system.

The Training Center Clerk will work closely with specialists of the National Institute of Deserts, Flora and Fauna of Turkmenistan, the Khazar Reserve and other specialists in the area of protected area, project team, students, as well as with the organizations included into Stakeholder groups and Coastal Area Planning group. The Training Center Clerk will report to the Project Administrator and the Project Manager.

Duties and Responsibilities

Summary of key functions:

- 1) Maintenance of the Project Training Center:
 - a. Provides overall smooth, ongoing functioning of the Training Center including the use of computer equipment by visitors and its technical intactness
 - b. Operates journalized filing system for registration and classifying of the incoming and outgoing visitors
 - c. Creates and serves the library card index system
 - d. Assists with office inventory system and timely reporting, in particular property of Training Center
 - e. Ensures the use of Training Center properties in proper manner
 - f. Monitors operational status of training center’s computers, copiers and undertakes measures for timely repairing and cartridges changes
 - g. Assures paper availability in the equipment of TC
 - h. Assists to Educational Project Specialist in development of training schedule
 - i. Contributes to establishing of close cooperation between the Project Training Center and High schools in Turkmenistan
 - j. Supports the project team at organization of meetings, seminars, conferences and other activities conducted in the framework of the project

- 2) Assistance in general administrative issues:
 - a. Translates documents, information, invitations and other materials relevant to the project activities, drafting of letters in English, Russian and where needed in Turkmen
 - b. Provides support to team members during meetings in oral translation if necessary
 - c. Prepares the Minutes of project's meetings
 - d. Keeps updated directories and e-mail lists
 - e. Distributes information and documentation, when requested
 - f. Supports in logistical arrangements for visitors or travelers within project, including hotel accommodation, visa, airport pickup and other travel arrangements
 - g. Performs all other clerical related duties, upon request
- 3) Contribution to the maintaining the proper financial and procurement processes, in accordance with UNDP rules and procedures and national regulations, including:
 - a. Support in preparation and submission of the financial part of the reports if necessary
 - b. Facilitation in preparation of financial part of the quarterly and annual reports upon request
 - c. Assistance to the Project Assistant in preparation and submission of payment documents (RDP, RFS etc.) and preparation of financial documents during absence of the Project Assistant
 - i. Facilitation in maintenance of financial filing system
 - ii. Assistance in preparation of the procurement documentation, including technical specifications, requests (RFQ, RFP, RFB etc.) and other documents (waivers and etc.)
- 4) Undertaking other duties as may be assigned by the Project Administrator, Manager, NPC and UNDP NPO.

Qualifications/Requirements:

- Secondary education
- 1-2 years of relevant experience in the area of administration
- Strong organizational skills and ability to work under pressure and cope with multi-tasks
- Excellent communication and writing skills
- Knowledge of Russian, moderate English, Turkmen is preferable
- Excellent working knowledge of computers, proficiency in work with electronic mail and Internet