

THE ONE PROGRAMME IN CAPE VERDE



SUB-PROGRAMME 4 - ACTIVITY 4.1.1.

JOB DESCRIPTION

Post title: Research/Administrative Assistant
Post number: FB/CVI/09/A01/13-01
Duration: 6 w/m
Date Required: 14 June 2010
Duty Station: Praia, with travel in the country
Counterpart: UCRE - Coordination Unit for State Reform

Under the supervision of the UNIDO National Program Coordinator based in Praia, the Research/Administrative Assistant will assist in desk research, data collection, interviews and logistics of conducting the project activities. More specifically, the Research/ Administrative Assistant is expected to carry out the following duties:

Main duties	Expected Results	Date
1) Compile and review available documentation in Cape Verde		
2) Conduct search for relevant international literature.		
3) Make appointments and travel schedules.		
4) Organize any other logistics of the project activities.		
5) Assist in conducting interviews (taking notes etc)		
6) Assist in organizing workshops and seminars.		
7) Translation of reports / documents – English / Portuguese		
8) Based on above, prepare a Report on the findings, with all the documentary outputs as attachments	Final Report	December

Qualifications:

- Degree in economics and related
- Familiar with the local social and economic conditions, particularly the regions where the programme has operational activities.
- Demonstrated effective skills in communicating with stakeholders in private sector, national and local government.
- Neutral from local and individual agendas and interests
- Capability to write and edit reports.

Language: Portuguese and English.