



TERMS OF REFERENCE

TOURISM HEALTH MONITORING & RESPONSE SYSTEM (THMRS)

PHASE II

TECHNICAL OPERATIONS SUPPORT OFFICER (TOSO): Duration: 2 years

This post will provide a wide range of administrative support to the Project Coordinator for the Regional Tourism Health Monitoring & Response System Project (THMRS) and assist with matters related to coordinating, planning and delivery of activities, general tasks, and day-to-day operations.

The specific responsibilities of the TOSO will include but are not limited to:

- Executing all relevant administrative responsibilities of the Project
- Preparing correspondence to the Bank such as no-objection requests and coordinates semiannual reports with relevant consultants
- Coordination of Project deliverables from all consultants, inclusive of reminders before deadlines
- Coordination and Preparation of Reports of Monthly Activities and THMRS Outputs
- Monthly update of list of THMRS technical documents, reports, media (inclusive of weblinks)
- Provide administrative support for the timely submission of all Project, semi-annual workplans, budgets, periodic evaluations and reports according to donor formats as required
- Processing, conducting, registering and filing all relevant documents, inclusive of implementing a filing system for all Project activities
- Preparing minutes of all meetings
- Managing the agenda for the Project Coordinator
- Receiving and referring visitors of the Project
- Review incoming correspondence and requests and respond to enquiries with regard to Project
- Receiving, handling and administering of Project telephone calls, mails and posts
- Preparation of travel authorisations, coordinate, and follow up on, travel arrangements for Project staff in collaboration with Logistics Officer responsible for Agency Travel
- Schedule internal and external appointments, meetings, video- and teleconferences,
- Based on specific instructions, and in line with CARPHA standards, rules, practices and procedures, draft correspondence and documents for approval, follow up as appropriate and request information from teams and staff to facilitate action, ensuring that deadlines are met in a timely manner
- Preparation and management of all contracts for all consultancies
- Assist in the preparation of duty travel reports
- Update of the regional and country THMRS Steering Committee and country contacts and monthly distribution of such to PC and Project team

- Update all external Project partners/stakeholders contacts and monthly distribution of same to PC and Project team
- Update of contact information and database of all persons trained and certified in the advanced food safety training (by country, sector and job description)
- Coordinate with COMMS to update and maintain THP website
- Printing and collation of all Project materials
- Performs other related duties as assigned.

Qualifications/ Experience:

A Levels Certification with formal training in advance secretarial procedures as evidence by APS (Administrative Professional Secretaries) certificate or equivalent.

At least 3-5 years of experience in administrative in a project environment. Proven experience in the co-ordination of official meetings (workshops, conferences, social functions) an advantage.