

## TERMS OF REFERENCE

# **Administrative assistant (part-time)**

## **PARLIAMENTARY NETWORK ON THE WORLD BANK**

### **Background**

Initiated in 2000 by a group of parliamentarians and the European office of the World Bank, the Parliamentary Network on the World Bank (PNoWB) is an independent and non-partisan network of parliamentarians from developed and developing countries interested in development. Its mission is to mobilize parliamentarians in the fight against global poverty, promote transparency and accountability in international development and offer a platform for policy dialogue between the World Bank and parliamentarians.

The PNoWB has since established itself as a non-profit organization led by an elected board of twelve MPs. The Board is assisted by the PNoWB Secretariat, which currently consists of a coordinator. However, the secretariat will expand to 3 people in 2009 (head of Secretariat, policy officer, administrative assistant). For 2010, it is expected that the secretariat will consist of at least 4 people (including a person dealing with PNoWB chapters).

The Secretariat organizes PNoWB Annual Conference, which is the flagship event of the Network. The World Bank supports PNoWB on the organization of this main parliamentary event. Every year, the annual gathering brings together about 150 MPs with development leaders, such as the heads of the World Bank, IMF, and the WTO, and heads of state to identify what parliamentarians can do to promote action on pressing development and global issues. Representatives from the private sector, inter-parliamentary organizations, media and civil society also attend along with senior Bank staff. Additional information available at <http://www.pnowb.org>.

### **Duties & Accountabilities**

The incumbent will be part of the PNoWB secretariat and will report to the PNoWB Head of Secretariat. His/her principal accountabilities will be as follows:

- Telecommunications: operate voice, messaging operation, facsimiles and telecommunication systems.
- Audio and Video-Conference Services: Install, configure and test the audio and videoconference facilities; Coordinate site-to-site and multi-site videoconference services.
- Incoming/outgoing mail and fax registration/operations: Perform computerized mail and fax registration and date-stamp all incoming documents prior to distribution; Perform mail franking and outgoing fax operations; Provide monthly mail activity reports and accounting data to the Finance department reflecting the individual cost of mailing for each department.
- General e-mail box: Receive, check and re-direct general emails to the relevant branch; Prepare statistics relating to the number of incoming emails.
- Intranet and database operations: Assist in the updating of the members' database on a regular basis; Update the database of in-coming publications and other relevant communications on a daily basis.

- Assistance with facilities management: Provide figures in regard to telecommunication move, upgrading cost and related issues for budget estimation; Make recommendation on best cost-effective telecommunication equipment.
- Claims: File expenses and forward reimbursement claims of PNoWB staff, Board or other people.
- Travel: issue train and flight tickets. book hotel rooms.
- Editing Operations: Prepare all relevant information, edit and order business cards for all staff upon request; check, verify and sign invoices for printing services.
- Perform other related duties as required.

### **Selection Criteria**

- Fluency in English and French with superior writing skills.
- At least two years of relevant work experience, preferably with community-based initiatives.
- Self-starter personality; willing and able to work effectively under pressure and as part of a small team in a multicultural environment.
- Effective communication and networking abilities.
- Excellent sense of client orientation.
- Established record of reliability and strong sense of responsibility; flexible personality.
- Proven proficiency using standard software packages (Word, Excel, Powerpoint ...).

### **Location**

Paris.

### **Start date**

May 2009.

Send application (motivation letter, curriculum-vitae and references) by 14 April 2009 at [secretariat@pnowb.org](mailto:secretariat@pnowb.org) with reference "PNOWB ADMINAST" in subject line.