
Strengthening Disaster Resilience and Risk Mitigation through Ecosystem-based Planning and Adaptation (E4DR)

ÄA Service Package SolarSafe

Administrative Assistant (Band 2A)

Project Background

Almost ten years since Super typhoon Haiyan hit the Philippines, recovery efforts in Eastern Visayas have progressed apace. However, the region remains vulnerable to natural and climate change-induced hazards, especially typhoons, urban and coastal flooding, and landslides.

Post-disaster response is often affected by power outages, communication blackouts, and lack of access to road network/supplies, as experienced during Haiyan in 2013. Barangay executives are often at the forefront of disaster response but have little access to funding. Presently, public elementary and high schools are often used as evacuation centres, with little assessment as to their capacity to withstand hazards or contribute to disaster risk mitigation. During disasters, these public school buildings are highly vulnerable due to their centralised location which turns them into “choke points”. After a disaster, there are usually severe challenges with direct emergency supply. Power outages and the total failure of supply and disposal systems, communication and other infrastructure are very likely.

As a Service package attached to IKI 21_II_146_PHL_G_Disaster and Resilience with EbA (GIZ E4DR, PN 2015.9079.3), a study will be conducted to explore the feasibility of retro-fitting or designing decentralised, solar-powered evacuation centres, and how these can be distributed all over the region. The study will investigate which solar systems are most suitable to supply the school with electricity in general and will further explore possible co-benefits such as grid feed-in. Other small scale RE options (e.g. micro hydro power or small wind turbines such as vertical turbines or similar) shall be considered in the study as well.

Reporting Relationship/Duty Station

The project Administrative Assistant reports to the Principal Advisor for the E4DR project and the advisor responsible for implementation, and holds office at NEDA Regional Office VIII in Palo, Leyte. Business travels to Manila and pilot locations in the Philippines, including within Region VIII, are required.

Main Role

The administrative assistant ensures effective and efficient administrative processing of the service package. In particular, the incumbent is responsible for the entire administrative process and the precise revision of accounting procedures from a local contribution contract.

The administrative assistant will also monitor all types of other contracts if necessary, such as service contracts, grant agreements, financing agreements, etc.

Major Functions/Duties

General duties

- Oversees all administrative and logistical arrangements of the service package, including the organization of staff travel and event management,
- Manages local procurement and supports the preparation of documents for internationally procured consultants and goods, according to GIZ regulations,
- Secretarial Duties – Calendar management, custodianship and control of critical files, maintain database of partners, documentation of team meetings

Procurement – Procure services for the service package and the field office and ensure that GIZ policies and procedures are adhered to in all procurement processes.

Contract preparation and Financial administration

General responsibilities:

- Assist in the preparation of contracts based on P+R guidelines,
- Review attachments necessary for the preparation of contracts,
- Monitor payments and timely submission of invoices,
- Review and file all vouchers and supporting documents.

Responsible for the monitoring of Local Contribution (LC) with the following tasks:

- Assist partner institution in preparing financial and liquidation reports,
- Review work and financial plans against liquidations,
- Assist partner institution in preparing justifications and liquidation of payments, and provide advice when needed,
- Responsible for the correctness of Local Contribution (LC) payments and liquidations,
- Conduct field visits to partner institution to follow up and collect liquidations and other documents,
- Maintain LC filing system according to GIZ guidelines,
- Monitor liquidation and fund releases of LC partners,
- Review liquidation of LC before submission to GOM.

General corporate tasks – Perform administrative tasks relevant to the job or organisation unit as necessary and participate in task teams and other corporate, entrepreneurial or strategic endeavours.

Competency Requirements

- Proficiency in office administration tasks
- Familiarity with finance, accounting, bookkeeping and documentation processes and functions
- Adept at MS Office software and able to learn accounting software
- Digital communication software skills, including MS Teams, Outlook, and other similar software
- Excellent English communication skills (written and oral), and fluency in spoken Filipino and Waray
- High attention to detail and efficiency in performing service processes
- Capacity to cooperate constructively and reliably with colleagues
- Ability to relate with all levels of personnel and with people of diverse cultures
- Integrity, accountability, and authenticity

Professional Qualifications

- University degree or formal professional diploma in relevant field: accounting, management or business administration, office management
- Two years of professional working experience in a similar position

Contract Duration

Earliest possible date until 1st of April 2025