

## TERMS OF REFERENCE

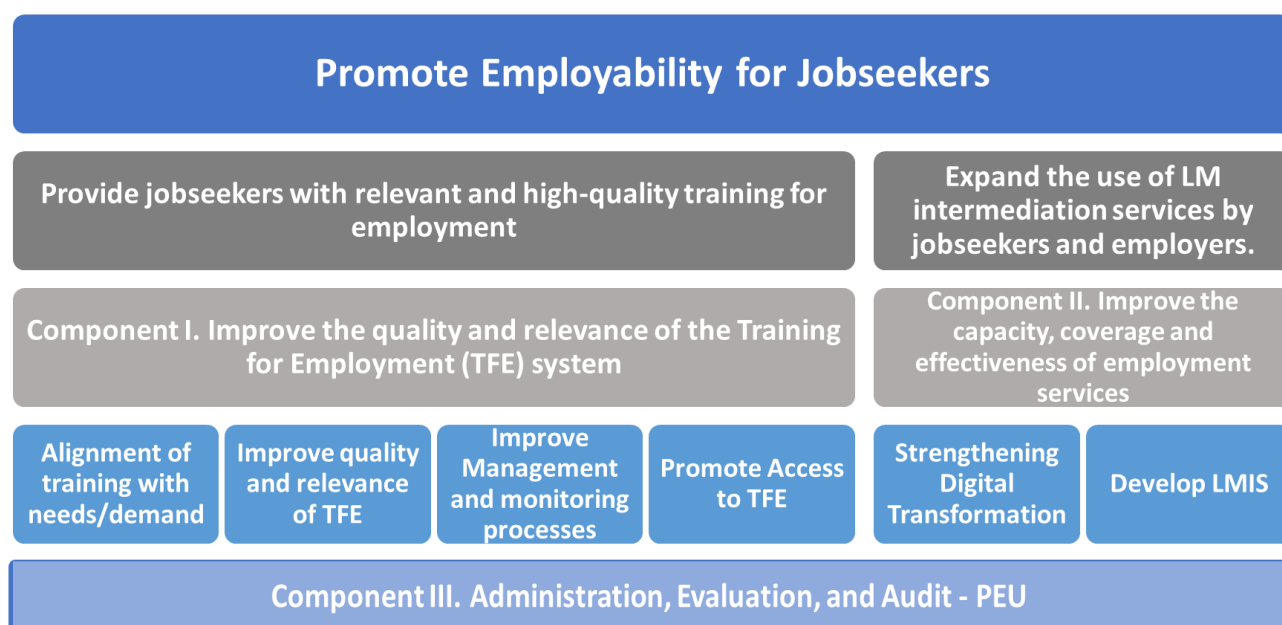
Position Title/	Consulting Services: Project Administrative Assistant (PAA)
Position Term/Type	One (1) Year Full Time with Possibility of Extension Based on Performance
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Health, Welfare, and Labor
Location	Paramaribo, Suriname

### I. BACKGROUND

**Context:** Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information to efficiently find a job that matches their skills to vacancies.

**Objective:** The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

For that, the project is structured in three main components with key expected outcomes. Below is a logical framework of the project structure.



**Program Executing Agency:** Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with overall oversight, the Ministry of Health, Welfare, and Labor will function as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Health, Welfare, and Labor referred to as the Program Executing Agency (PEA).

**Program Implementation Unit (PIU):** The Program Implementation Unit (PIU) of the MOL will coordinate, facilitate, and support the implementation of program activities. The PIU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation. The Program Manager heads the PIU and reports directly to the Permanent Secretary of Labor and/or the Deputy Director of Labor Market Department within the PEA.

In addition, the PIU currently consists of the following core management staff: Financial Officer; Planning, Monitoring and Evaluation Officer, and Procurement Assistant.

The PEA is now seeking the services of a Project Administrative Assistant (PAA) who will provide administrative support to the Program Manager and work in close coordination with other PIU team members and consultants and collaborate with the Government of Suriname (GOS) authorities to fulfill the program-related tasks defined in the Loan Contract and the Program Operations Manual (POM). The Project Administrative Assistant (PAA) supports all aspects of the program and positions administratively.

## **II. POSITION SUMMARY**

**Position Title and Type:** Project Administrative Assistant (Full Time)

**Reports to:** Program Manager (PM) of the PIU

**Supervises:** Assists the PM in the supervision of Consultants and Service Providers

The PEA through the PIU is now seeking the services of a Project Administrative Assistant (PAA) who will perform the responsibilities of the position as detailed below. The PAA Officer is expected to provide strategic administrative supportive role in the overall program implementation-related duties and activities under the approved program. All activities will be held in coordination with key personnel of PEA, the PIU, and other stakeholders. This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

**Objectives:** The key objective of this position is to provide administrative support in the implementation of the program and in all matters related to the SU-L1061 Program: Labor Market Alignment with New Industries, ensuring the efficient and effective execution of the program according to IDB guidelines and the Loan Contract, and optimally manage the resources of the program as well as report the progress achieved to all relevant stakeholders.

**Type and Duration of Consultancy:** This is a full-time independent contractor/consultancy within the PIU for the duration of Twelve (12) Months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant.

**Terms of Payment:** Between SRD25,000 and SRD27,000 consultancy fees per month. Fees will be paid monthly and in local currency (Surinamese Dollars).

**The Place of Work:** Paramaribo and visits to the districts and the Interior

**The Environment of Work:** Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance; hence qualified female candidates are highly encouraged to apply.

**Scope of Activities:** Administrative and programmatic functioning within the PIU. The scope of the position also includes the provision of supportive services in the planning and monitoring of deliverables of the Program.

### **III. DUTIES AND RESPONSIBILITIES OF THE POSITION**

The Project Administrative Assistant is responsible for providing project support to the Program Manager (PM) in the overall management responsibilities of the Program. The overall responsibilities of the Project Administrative Assistant (PAA) include, but are not limited to the following:

#### **Programmatic, Technical, and Coordination Responsibilities:**

- Supports the Program Manager in monitoring deliverables, coordinating follow-up, and maintaining records related to consultants and service providers;
- Assist the PM with the strategic and operational planning activities of the program, with the monitoring of the physical and financial progress in the implementation of its components and subcomponents in line with program objectives and its respective planned outputs and results;
- Supporting the PM in ensuring that the internal controls and administrative processes are operating properly so that all program activities are executed in accordance with the applicable MOFP and IDB financial requirements, and in accordance with the POM;
- Provide strategic input and contributions in preparing/updating the Program's planning tools including the PEP, AOL, and others in collaboration with other colleagues of the PIU;
- Assist in planning, organizing, and maintaining project documentation, reports, and correspondence that relates to scheduling of meetings, preparing of agendas, and recording minutes of meetings;
- Prepare and submit monthly administrative support report, updated filing/records, meeting minutes, logistics support records, support to PEP/AOL updates, and monthly workplan progress notes.
- Assist the Program Manager in managing administrative liaison activities with service providers and other project stakeholders; and
- Perform any other duties as assigned by the Program Manager to support project implementation.

### **IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)**

All candidates applying for the Project Administrative Assistant position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

#### **A. Minimum Requirements (Qualifications/Education and Experience):**

- 1. Degree (Post-Secondary diploma or bachelor's degree preferred):** in administration, project management, business, economics, social sciences or in any other related fields.
- 2. Additional professional certification or career development training/certification:** in relevant areas – project implementation, monitoring, and management.

3. **Years of General Work Experience: 3 years (preferably)** in project administration or relevant areas within a government, private sector, and/or donor funded programs related to labor markets
4. **Specific Experience and knowledge: At least one (1) year of specific experience** in program administrative duties, project planning, coordination, procurement, and logistics processes.
5. **Working familiarity with operational procedures relating to internationally funded development projects:** experience of public sector projects and/or with bilateral or multi-lateral funding agencies.

**B. Requirements (Core Technical Skills and Competencies):**

**1. Specific Practical/Technical Skills and Competencies:**

**1.1 Program/Project Administration:** Demonstrated experience in project administrative duties, project planning, coordination, and monitoring activities including the ability to meet project goals and provide inputs to adjustments and improvements to work plans, budgets, logical frameworks, procurement plans, monitoring learning and monitoring plans. Experience in institutional capacity strengthening through the provision of strategic and technical support to the leadership.

**1.2 Thematic/Relevant Knowledge and Competencies:** Demonstrated knowledge and understanding about administrative systems, project support, procedures, and strategies relating to the labor market projects or similar. Must be able to demonstrate ability to make significant administrative contributions to project implementation and activities towards the achievement of program outputs. Ability to acquire, analyze, and present data and information in logical framework. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labor market environment. Knowledge of how to document and present success stories to inform decision making process. Familiarity with statistical electronic reporting systems.

**1.3 Relevant Technical Competencies:** Experience in drafting program/project reports. Technical competencies to engage in labor market discussions and activities collaborating with multiple stakeholders and tools. Experience in data management (collection, analyzing, and reporting) consulting with relevant institutions and agencies to help with the assessment of effectiveness of programs and the adequate monitoring and reporting of the program. Demonstrated experience in writing other relevant activity reports, memoranda, and similar documents. Capacity to translate strategic goals and priorities into realistic project deliverables. Capacity to develop and maintain project database or system for the project including technical, financial, physical progress. Demonstrated experience in developing, organizing, and facilitating community-based and national workshops and other events. Working knowledge of IDB PMR is preferred. Experience with the IDB policies and Framework is a plus.

**1.4 Demonstrated Relevant Local Context Competencies:** A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.

**1.5 Demonstrated Leadership (Proactiveness & Initiative):** Competent leadership abilities necessary for dynamic, diverse, and complex activities. Strong leadership and initiative skills

with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.

**1.6 Demonstrated Result Oriented and Assertiveness:** Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

**2. Interpersonal Communication Skills (Articulate and Logical Presentation of Ideas):**

Excellent communication skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Must be fluid in English (written, spoken, and listening). Ability to communicate and consult with high-level government officials and other key stakeholders.

**3. Workplace Dynamics and Fit (Ethics, Gender, Harassment, and Confidentiality):**

Understanding and agreement with the principles of ethics, transparency, and non-discrimination display cultural, gender, religion, race, nationality, and age sensitivity and adaptability, treats all people fairly without favoritism and fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain a high level of confidentiality.

**4. Strong Communication/Language (Written and Verbal) skills,** Fluency in English is required and working knowledge of Dutch and/or Sranan Tongo or other local languages is an advantage.

**5. Working knowledge of, Including Experience with Microsoft Office Suite** and project working tools. Basic Computer Skills Tests will be conducted during the interview.

## V. HOW TO APPLY AND SELECTION PROCESS

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email at [peu.lmawni@gmail.com](mailto:peu.lmawni@gmail.com) no later than **Wednesday, 27<sup>th</sup> of May 2026 @ 11.59 pm SRT.**

### A. Application Documents:

1. A cover letter that specifically references your fit to each of the requirements stated in Section IV, with examples.
2. An updated resume/CV.

### B. Selection Process:

1. All applications received by the deadline will be reviewed by the Evaluation Committee.
2. Only candidates that meet the required minimum score for this position will be shortlisted for an interview in English.
3. Only applicants with a combined score and above will be considered for contract award.
4. All shortlisted candidates will be required to complete a basic MS Office suite and writing skills tests as part of the interview process.
5. The most qualified and suitable candidate will be offered the position.