

## Philippine Efficient Lighting Market Transformation Program

### TERMS OF REFERENCE

<u>Title:</u>	<b>Administrative Assistant</b>
<u>Duty Station:</u>	PELMATP Project Management Office, DOE, Philippines
<u>Duration of Assignment:</u>	Initial duration shall be one (1) year. This is a fixed-term appointment but the same may be extended on a performance and quality basis to a total period of five (5) years.
<u>Direct Supervisor:</u>	Project Manager

#### I. Rationale

The Philippine Efficient Lighting Market Transformation Project (PELMATP) is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines. It is aimed at contributing to the realization of the country's sustainable development objectives and its goal in reducing GHG emissions in the energy sector. It will specifically focus on the promotion of EELs energy efficient version of linear fluorescent lamps (i.e., slim tube T8 triphosphor coated), CFLs, high intensity discharge (HID) lamps, ballasts (low loss electromagnetic and electronic), and energy efficient luminaires. The project will accelerate integration of EEL promotion programs to the energy conservation and energy efficiency (EC&EE) programs of the Philippines' Department of Energy (DOE), enhance private sector's involvement and appreciation of the benefits of EELs, and ensure that environmental impacts associated with the widespread use of EELs are mitigated. The project objectives will be achieved with the implementation of specific barrier removal programs that will involve: (1) updating of policies, standards and guidelines on lighting applications; (2) institutional and technical capacity building; (3) consumer education and information dissemination; (4) development and implementation of appropriate financing mechanisms; and (5) mitigating environmental impacts of the widespread utilization of EELs.

Under the Global Environment Facility (GEF) Operational Program No. 6 entitled "Removing Barriers to Energy Conservation and Energy Efficiency", the United Nations Development Program (UNDP) assisted the Department of Energy (DOE) in the formulation of PELMATP. GEF is a financial mechanism structured as a trust fund that operates in collaboration with the three implementing agencies, one of which is UNDP, for the purpose of achieving global environmental benefits. DOE is the implementing agency for PELMATP and will be responsible for the successful delivery of the desired project outputs and outcomes as stipulated in the project document. A Policy Advisory Group, chaired by a DOE Undersecretary shall provide policy and program direction for the implementation of the project. A Technical Working Group (TWG) composed of concerned government agencies and representatives from other stakeholders of the Project shall provide over-all guidance on key program activities including policy recommendations, fund commitments, and co-financing arrangements.

PELMATP shall be implemented by a Project Management Office (PMO) reporting to the Project Director, who is also the Director of the Energy Research and Testing Laboratory Services (ERTLS) of DOE. The PMO shall be responsible for the over-all PELMAT operations and financial management and reporting in accordance with the rules and regulations for the nationally executed project. PELMATP shall operate for a period of 5 years.

## **II. Duties and Responsibilities**

The Administrative Assistant shall be responsible for providing administrative support to the operations for the PMO to ensure the smooth functioning of administrative systems under the Project. His/her specific responsibilities are as follows:

- Assists the Administrative Officer in establishing the administrative systems and procedures consistent with UNDP's national execution mode, in the form of a Manual, for the guidance of project staff, consultants and subcontractors;
- Assists the Administrative Officer in carrying out various administrative activities; reviews and controls procurement processes.
- Assists in developing and maintaining a records filing and retrieval system;
- Maintains an active file of all personnel, consultants and subcontractors under the project;
- Prepares and consolidates the travel plan, and procurement plan for the project;
- Prepares procurement requirements of the project, in accordance with UNDP guidelines;
- Prepares and maintains an updated inventory of all supplies and equipment;
- Makes arrangements for the logistical requirements in training, workshops, and other Project activities; and
- Assists the project staff, consultants and other project players in various administrative matters, whenever necessary.

## **III. Qualification and Experience**

- Bachelors Degree in business management or any relevant field.
- At least two years experience as administrative staff in foreign-assisted projects preferable UNDP-GEF project;
- Knowledgeable in modern office administration specifically in management of office documents and papers;
- Knowledgeable in inventory control and procurement procedures; and,
- With satisfactory skills on the use of office software packages such as MS Project;
- Good interpersonal and communication skills.

All application letters and comprehensive resumes should reach our office on or before September 28, 2007. Address applications to the PELMATP Project, Human Resources Department, Department of Energy, Energy Center, Merritt Road, Taguig City.

This advertisement shall remain posted in [www.doe.gov.ph](http://www.doe.gov.ph) until September 28, 2007.