

Project

Towards a Better Understanding of Amazonian Aquifer Systems for Their Protection and Sustainable Management

GEF ID 11108

Terms of Reference

Position: Administrative Assistant

Project No.: GEF ID 11108

Funding Agency: IDB-UNEP

Executing Agency: Amazon Cooperation Treaty Organization (ACTO)

TERMS OF REFERENCE

Terms of Reference for the Hiring of an Administrative Assistant for the AAS Project

1. Background and Justification

1.1. **Background:**

The project *“Towards a better understanding of Amazonian Aquifer Systems for their protection and sustainable management”*, funded by the Global Environment Facility (GEF ID 11108), aims to generate updated scientific knowledge and promote sustainable and coordinated management of the Amazon Aquifer Systems (AAS), which extend, to a greater or lesser degree, through the territories of Bolivia, Brazil, Colombia, Ecuador, Peru and Venezuela.

Despite the abundant availability of surface water in the Amazon region, the demand for reliable water sources has increased significantly, making the population and productive sectors heavily dependent on groundwater. However, the true extent, hydrogeological dynamics, and risks facing these aquifers are still not fully understood. Added to this are threats stemming from climate change, extreme weather events, human activities, and population growth, which necessitates the development of sustainable and coordinated transboundary water resource management strategies.

The creation of the Project Coordination Unit (PCU) with multidisciplinary staff is key to ensuring efficiency in the operational management of the Project, efficient management of its resources, adequate coordination between the different partners and the fluidity in the administrative processes, including the preparation of periodic reports, follow-up and monitoring, organization of events, document archiving, and the application of the procedures and standards of the project and the GEF.

The timely hiring of technical and administrative staff will ensure an effective, transparent and timely implementation of the project, guaranteeing the achievement of the expected results and the institutional strengthening of the entities involved.

1.2. **Justification:**

Given the regional scope of the project, the participation of multiple countries, institutions and actors, as well as the simultaneous implementation of technical, administrative, financial and communication activities, it is essential to have an Administrative Assistant who provides constant logistical support to the Coordination and Administration of the Project.

This support professional will facilitate daily administrative processes, and the daily management and demands of technical functions within the project, including the care of files, organization of correspondence, support in the preparation of reports, accounting files of the Project, support in the organization of regional and national events and meetings and systematization of the documentary archive, lists of partners and collaborators of the project.

2. Aim

Provide administrative, logistical and operational support to the PCU, ensuring the proper functioning of project activities through efficient document management, document registration, registration of payment vouchers in the SIW System, coordination of events, monitoring of internal processes, support in the organization of accounting and administrative documents, and support in institutional communication processes.

3. Scope of Services

The Administrative Assistant will be responsible for managing accounting records, correspondence, filing important documents, agreements, and contracts of all kinds. Their support in administrative, purchasing, and contracting processes will be key to the daily management of the project. They will play a crucial role in drafting and writing letters and transcribing other documents such as contracts and agreements, enabling the team's technical and strategic functions to run smoothly.

Their work contributes directly to operational efficiency, meeting deadlines, and the proper organization and monitoring of administrative tasks, which is essential for achieving the expected results of the project.

4. Functions and Activities

Document management

- Manage the receipt and organization of the physical and digital archive of the Project documentation, ensuring its availability as input for operational management and the preparation of progress reports.
- Support and maintain up-to-date and organized financial reporting files.
- Support in the transcription of contracts and drafting of letters, internal notes, official documents, memoranda and other internal or external communication documents in the official languages of the ACTO.
- Prepare and draft meeting minutes and ensure the availability of information and fluid communication between the ACTO and funding agencies (GEF, IDB, UNEP).
- Support in updating databases, shared folders, and document management systems or collaborative tools for the project.

Administrative and financial support

- Support in the management and monitoring of administrative processes such as acquisitions, contracts, payments and procedures before allied institutions in accordance with the administrative and financial regulations of the ACTO, UNEP and IDB, as applicable.
- Support in the management and monitoring of contracts and compliance with deadlines.
- Support in the payment process associated with the project.
- Support in the preparation of calls for tenders and drafting of invitation letters for purchasing and procurement processes in accordance with the administrative and financial regulations of the ACTO, UNEP and IDB, as applicable.
- Support the project's Financial Specialist in assisting with internal audits and preparing the required documentation.
- Support the Financial Specialist in recording payments made by the Project in the SIW.
- Support the Administration in carrying out bank reconciliations.

Support in logistics and organization of events

- Organize, support and coordinate the logistics of meetings, workshops, technical missions, symposia, Steering Committee meetings and other events related to the project.
- Support in the preparation and organization of staff field visits and missions, managing travel logistics, preparing required documentation, and organizing project meeting and event schedules as required.
- Provide basic support in the use of virtual platforms (Zoom, Teams, etc.) for Project meetings and events.
- Other logistical actions and administrative and secretarial support that may be required by the Project and the PS/ACTO.

Support in the coordination of activities

- Provide daily support to the project, its officials and the PCU in the execution of its activities (coordination of agendas, communications and correspondence of the project team, etc.).
- Support the ACTO and PCU team in their relationship and communication with member countries, facilitating dialogue and ensuring timely communication.
- Manage and update the contact lists of actors linked to the project and its thematic activities.

Inventory management

- Manage the inventory of materials and equipment for the project.
- Perform registration and coding, as well as keep the equipment inventory and records of non-consumable equipment for the Project up to date, carrying out physical verifications when requested, preferably quarterly.

5. Expected Results and Products

- Accounting records filing system (digital and physical) organized and aligned with the standards of the ACTO, UNEP and IDB.
- Filing system for personnel contracts and consultancy contracts, organized and securely stored for consultation and auditing.
- Institutional and project correspondence filing system (digital and physical) - including notes, letters, internal memos, agreements with national partners and follow-up minutes in order and safeguarded - classified, coded and securely stored for consultation and auditing.
- Financial reporting filing system for funders, properly organized by period and funder: ACTO, UNEP and IDB.
- Filing system for annual work plans, properly organized, coded and accessible for consultation.
- Organized and cataloged purchasing and contracting management system.
- Organized and up-to-date administrative document management system for the project.
- Filing system for monthly reports from PCU and consultants, organized and archived.

Note: All deliverables must be in accordance with the CEO Endorsement document that was approved by the GEF.

6. Requirements and Professional Profile

6.1. Academic Background

- Professional with a university degree in Business Administration, Accounting, Auditing, Economics, Commercial Engineering, or other related disciplines.
- Postgraduate studies or specialization in Project Management, or a Master's degree, will be valued.

6.2. Professional Experience

- Minimum general professional experience of at least 5 years in similar positions, supporting the administrative and technical management of projects.
- At least 3 years of relevant experience as an administrative assistant in international cooperation projects.
- At least 3 years of professional experience as an administrative assistant for programs, projects, or institutions related to the Amazon region.
- Minimum 2 years of experience in document organization, including the systematization of physical and digital files, database management, preparation of technical and administrative reports, as well as the implementation of archiving and information management procedures within the framework of international cooperation projects or multi-sectoral initiatives.
- At least 1 year of experience as a junior assistant in the execution of environmental projects or issues related to biodiversity, water, climate change, Amazonia, among others.
- Minimum of 2 years' experience in organizing events, meetings, training events, logistics and protocol.

6.3. Personal Skills:

- Self-management, leadership and initiative.
- Ability to analyze and prepare informative documents.
- Experience in inter-institutional coordination and synergy with multiple actors.
- Ability to work in a team.
- Ability to work under pressure with high quality standards.
- Proactivity, flexibility and results orientation.
- Excellent writing and communication skills, good analytical skills and presentation of informative documents.
- Excellent computer skills (Word, Excel, PowerPoint, Outlook etc.).
- Ethics, confidentiality and responsibility in the handling of information.
- Proficiency in Spanish and English (Portuguese will be considered an asset).

7. Remuneration and Employment Conditions

As this position is part of the PCU's key staff, reports will be prepared monthly and will be submitted to and approved by your supervisor.

For Brazilian citizens or residents, the employment contract and remuneration will be governed by the terms and conditions of the Brazilian Labor Law (CLT). The contract type is CLT - consulting, and fees will be paid in Brazilian reais (BRL), which includes legally mandated benefits.

In the case of citizens of other nationalities and not residents in Brazil, the employment contract will comply with the provisions of the PS/ACTO financial administrative instrument where the consultancy contract modality applies and the fees will be paid in US dollars.

The fees are for everything, including insurance and residence expenses in Brasilia, DF, Brazil.

8. Monitoring and Reporting

It will operate under the direct supervision of the Coordination of the Project in accordance with the procedures defined by the PS/ACTO Administration.

9. Location

The Administrative Assistant will be based at the PS/ACTO headquarters office in Brasilia, DF, Brazil. The Administrative Assistant must be available for travel. Due to the nature of the project, occasional travel to ACTO member countries will be necessary.

10. Deadlines for submission of applications and schedule

Candidates must submit their application by email to the institutional address: selecao@otca.org, indicating in the subject line **[ADMINISTRATIVE ASSISTANT FOR THE AQUIFERS-SAA PROJECT]**.

Delivery time: June 21, 2026.