

Job Ref : PILM/ADV/INT/01/2024

Title : Project Assistant
Reports to : Project Manager
Scale : PILM 03
Period : 6 Months
Vacancies : 01 (One)

Project summary

The National Environment Management Authority received funding from UNEP to implement as part of the Basel convention a plastic waste pilot project program funded by the Norwegian Development agency (NORAD).

The undertaking of the pilot projects is provided for under the Terms of Reference of the Plastic partnership project. The project aims at supporting the implementation of the work plan of the plastic waste project whose primary objective is to mobilize business government, academic and civil society resources, interests and expertise to improve and promote the Environmentally sound management of plastic waste at the global, regional and national levels and to prevent and to minimize its generation

Job purpose: To provide support to the Project manager in implementing the project activities on single use plastics across their life cycle.

Responsibility: Under the direct supervision of the Project Manager, the Project Assistant, will support the Project Manager in coordinating with project partners and ensuring timely preparation of reports relating to the project activities.

Duties

- Support the Project Manager to coordinate with all project partners to ensure timely implementation of project activities.
- Assisting the Project Manager to generate reports and ensure timely reporting to the Convention.
- Support the Project Manager in liaising with stakeholders to ensure timely organisation of workshops.
- Support project partners by maintaining day-to-day coordination in relation to project activities.
- Contribute to the preparation and implementation of progress reports;
- Maintain project correspondence and lines of communication in accordance with established procedures;
- Support the preparation of work plans and budgets
- Maintain a proper filing system and office administration.

Qualifications, experience and competences

- A Bachelor's degree in the field of Environment and Natural Sciences, Chemistry, and Environmental Engineering

Competences and skills

- Ability to write scientific reports
- Scholarly writing skills
- Good interpersonal skills, honesty and transparency
- ICT proficient
- Good communication skills

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