



## State Administrative Assistant, RoLAC II (LOC D)

**Programme:** Rule of Law, and Anti-Corruption (RoLAC) Phase II

**Duty Station:** Plateau State, Nigeria

**Region:** Africa and West Asia Region (RAWA)

**Title of Line Manager:** State Project Coordinator, RoLAC II (NG-PL)

### Context

International Institute for Democracy and Electoral Assistance (IDEA) is an intergovernmental organization with 34 member states hailing from different continents around the world. International IDEA aims to support sustainable democracy worldwide, doing so, inter alia, by working with both new and long-established democracies to strengthen the institutions and culture of democracy. Located at the interface of research and practice, International IDEA serves as a forum for dialogue and uses comparative experience and analysis to identify good practices for democracy-building. It also produces knowledge tools and practical guides for democracy support. The Institute maintains a global network of experts, provides training materials, and offers strategic advice to democracy actors at the international, regional, and national levels. The Institute is headquartered in Stockholm with field offices in Africa and West Asia, Asia and the Pacific, and Latin America and the Caribbean.

International IDEA anticipates managing the second phase of the “**Rule of Law and Anti-Corruption (RoLAC) Phase II Programme**” in Nigeria. The programme is funded by the EU for a period of five years. The programme will work towards three anticipated Outcomes:

- Outcome 1: Enhanced performance, quality, and oversight of the criminal justice system and of justice service delivery.
- Outcome 2: Improved access to justice for vulnerable women, children, juveniles, persons with disabilities and victims of sexual and gender-based violence.
- Outcome 3: Increased transparency and accountability of anti-corruption systems and reforms.

The State Administrative Assistant provides sound logistical and administrative support to the RoLAC II, Plateau State project that enables the team to achieve their outcomes and targets, in close



coordination with the Abuja Office and in collaboration with International IDEA's Africa and West Asia Regional Office.

### **Duties and Responsibilities**

1. Handles administrative requests and queries from State Project Coordinator;
2. Provides timely data on costs (hotel accommodation, venue and transport) to the state team to support preparation of budgets and analysis;
3. Organizes and coordinates logistical arrangements for meetings, conferences and workshops (obtaining quotes and booking venues, liaising with attendees, etc.); Assists with the preparation of meeting materials;
4. Handles all travel arrangements (hotel accommodation, transport etc.) for staff and consultants as requested, and raises the relevant purchase requisitions;
5. Seeks feedback from visitors and staff to ensure quality control of travel arrangements (hotels, venue, transport etc.);
6. Develops and updates the contact details of service providers (hotels, venues etc.) in the state;
7. Leads protocol arrangements for the State Office; Processes visa and other official documentation; Liaises with various government offices and departments in consultation with International IDEA's Africa and West Asia Regional Office;
8. Supports all administrative processes affecting the arrival, presence and exit of project staff (internal and external);
9. Manages state office inventories, and procurement in an efficient, and cost-effective manner;
10. Ensures appropriate service contracts are in place for the state office and necessary services of equipment are completed in line with agreed schedules;
11. Manages the schedule of the state office driver including vehicle maintenance and ensuring that the drivers complete and record details of all the vehicle safety checks;
12. Ensures regular fire drills are completed, fire equipment is maintained and that any security issues are reported promptly to the management team;
13. Assists with the registration of internal/external communications and institutional documents; Assists with the update and maintenance of the Institute's internal website;
14. Carries out other duties and responsibilities as related to the post that may be assigned from time to time.

### **General Profile**



- Has developed knowledge and specialized skills through formal training or work experience and considerable on-the-job experience;
- Adds considerable value to team-based activities in his/her unit, and likely to act as an informal resource for colleagues; Collaborates with other entities of the Institute as required;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Acts in accordance with International IDEA's Core Values; Respect, Integrity, and Professionalism;
- Integrates a rights-based approach, gender, and diversity perspective in all activities.

#### **Reporting Line**

- State Project Coordinator, RoLAC II (NG-PL).

#### **Functional Knowledge**

- Has established skills to perform a range of day-to-day activities.

#### **Operational Knowledge, skills, and experience**

- Integrates the results-based approach into his/her activities;
- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

#### **Leadership**

- No direct people management responsibility;
- Fosters team-based activities; Collaborates with other entities of the organization;
- Acts as a model and resource for colleagues.

#### **Problem Solving**

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.



### **Impact**

- Has an impact on the project development and delivery through the quality of the services or information provided.

### **Communication and Interpersonal Skills**

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement;
- Excellent knowledge in written and oral English is required; Any other widely spoken language in an International IDEA priority region (Arabic, French, Spanish) and/or official EU language would be an asset.

### **Education and Experience**

- Minimum High school diploma and preferably business and/or secretarial education; University degree in business, or other relevant discipline considered an advantage;
- Minimum of three (3) years' experience of working on project logistics for an international organization;
- Excellent knowledge of Microsoft Office package (including MS Word, Excel, and PowerPoint) and Internet;
- Experience of working in an international context, e.g., in an NGO, an intergovernmental organization, considered an advantage.
- Previous or current experience of working in the State is desirable.