Federation Administration for Geodetic and Real Property Affairs

Geospatial Infrastructure and Valuation Enhancement project - GIVE, Project Implementation Unit

Administrative Assistant, Terms of Reference

I. Background Information

The *Geospatial Infrastructure and Valuation Enhancement (GIVE) Project* (hereinafter: "Project") is implemented on the basis of the Loan Agreement - *Geospatial Infrastructure and Valuation Enhancement Project* - between Bosnia and Herzegovina and the International Bank for Reconstruction and Development (IBRD) (hereinafter: "Bank").

The objective of the Project is to improve the accuracy and accessibility of land administration information in the Federation of Bosnia and Herzegovina (FBiH). The Project supports the development of geospatial infrastructure, enabling harmonized data collection, storage, and accessibility through a digital platform in compliance with international standards. It also aims to enhance real estate valuation systems to foster transparency, efficiency, and reliability in the real estate market. These efforts contribute to better-informed decision-making in areas such as spatial planning, infrastructure investments, disaster risk management, and property taxation.

The GIVE Project is structured around key components, including the development of a Spatial Data Infrastructure (SDI), the establishment of a comprehensive Building Register, the enhancement of real estate valuation systems, and capacity-building for institutions involved in land administration. These activities are aligned with global best practices and designed to facilitate sustainable development, economic growth, and social equity in FBiH.

The Project is managed by the Federal Administration for Geodetic and Real Property Affairs (FGA). The Project Implementation Unit (PIU) established within the FGA serves as the operational and executive body responsible for the day-to-day implementation of project activities. The PIU consists of civil servants and contracted specialists with expertise in geospatial data management, real estate valuation, procurement, and project monitoring, ensuring the successful execution of the GIVE Project's objectives.

The Administrative Assistant is needed to support the PIU's day-to-day operations by managing correspondence, maintaining records, and organizing meetings and events. This consultant will also handle document control and assist in logistical tasks, ensuring the smooth functioning of the PIU. Their role is vital in maintaining an organized and efficient project office.

II. Description of Tasks and Responsibilities

The Administrative Assistant in the GIVE Project Implementation Unit will, among other things, be required to:

a) keep records (protocol) of incoming and outgoing mail of the Unit and maintain the Record books in line with the FBiH Regulations on Office Administrative Operations,
b) establish and maintains the Project archiving system – document control in line with the FBiH office management regulations,

c) handle routine communications and telephone calls to the PIU and serves as technical assistant to the PIU,
d) keep records of attendance, leave and sick-days of PIU staff,
e) prepares and archives the Locator Logs on a monthly basis,
f) provide administrative support related to the written correspondence between the Unit and other parties,
g) ensure that office supplies for the Unit are purchased regularly and on time,
h) assist with organization of seminars, workshops, study tours and other events,
i) perform administrative tasks in relation to other institutions, post office and banks,
j) translate minor documents and materials from English to B/C/S languages and vice versa,
k) take responsibility for the proper and timely usage of STEP system – Contract management module,
l) prepare and provide comprehensive inputs for the project's quarterly reports within the scope of the consultant's responsibilities. Inputs include compiling data, analysing progress, identifying challenges, and detailing actions taken to address issues and implement activities,
m) submits monthly activity report and other required reports to Head of the Unit and PIU Team leader,
n) implements the prescribed Quality Assurance/Quality Control procedures,
o) create, manage, and archive project documentation and digitally store all project-related documents and content using the agreed document management tool, following internal procedures for its proper use,
p) performs all other administrative tasks at the request of and in agreement with the Head of the Unit and PIU Team leader.

III. Terms and Conditions of Employment

The incumbent shall enter into a full time consultant contract. The GIVE Project Implementation Unit shall provide the incumbent with the working space, a laptop computer, with required software, and other required equipment.

IV. Required Professional Expertise and Qualifications

The Administrative Assistant is required to have the following professional qualifications:

a) A high school diploma;
b) Minimum one year of work experience in performing comparable activities;
c) Experience working with international organizations is preferable;
d) Ability and skill to coordinate and report on various activities;
e) Knowledge of laws of Bosnia and Herzegovina, practice, and policies in the land administration sector is preferable;
f) Reporting, interpersonal, and team working skills;
g) Excellent knowledge and skills in MS Office applications;
h) English language skills, both oral and written;
i) Possession of valid driver's license.

Preference will be given to candidates with previous experience in the land administration sector and implementation of international projects.