

**TERMS OF REFERENCE**  
**Second Emergency Social Protection Implementation Support Project**  
**Ministry of Labor – Administrative Assistant**  
**Proc. Ref. – [C144]**

**1. Project Background and Component Objective**

The Government of Lebanon was awarded a grant of US\$6.0 million from the International Development Agency (IDA), the administrator of the Trust Fund for Lebanon (TFL), to finance the Second Emergency Social Protection implementation Support Project (ESPISP II). The objective of the project is to improve the administration, delivery, financial sustainability and targeting of the social services through implementation of new systems and the adoption of new policies in the National Social Security Fund (NSSF), the Ministry of Labor (MOL), the Ministry of Public Health (MOPH), the Ministry of Social Affairs (MOSA), the Ministry of Education and Higher Education (MEHE) and the Presidency of the Council of Ministers (PCM). These systems and policies will improve access to and the quality of social insurance, social safety net, health and public education services, to the Lebanese middle class, and poor and vulnerable populations.

The project is composed of four components covering respectively the reforms of the NSSF and MOL, the reforms of the MOPH, the reforms of the MOSA and the reforms of the MEHE.

The first component aims to improve the capacity of MOL as custodian of the NSSF, to follow up the implementation of the reform plan of the NSSF, National Employment Office and related social insurance policies and programs. In this context, the grant will finance advisory services for the MOL to enable it to adequately play its role specifically with regards to implementation of the NSSF reforms and to improve the quality of labor market policies and services.

Since the introduction of those reforms requires rallying specialized expertise to support the work of the administration and to coordinate between various administrative departments, reform plans, and proposed projects, the Minister of Labor has created a Secretariat in charge of drafting and following-up on the implementation of projects in the various departments of the Ministry of Labor, job markets, and social protection. The secretariat will include specialists in the fields of Management, Economics, Law, Sociology, Information and Informatics and will be financed from the World Bank grant under the second Emergency Social Protection Implementation Support Project (ESPISP II).

Under this component, the MOL intends to apply part of the grant's proceeds allocated to the Ministry to finance payments under the contract for an Administrative Assistant who is part of the Secretariat, and who shall directly report to the Minister of Labor.

**2. Minimum Qualifications**

- BS in administrative sciences and secretariat or Human Sciences.
- Extensive working knowledge of typing, layout, compilation.
- At least 3 years experience in typing, archiving and compilation of documents.
- Experience in finalizing drafts of meetings, agendas, and studies.

### **3. Responsibilities**

Responsibilities of the Administrative Secretary include the following:

- Follow up all the printing, archiving and correspondence dispatch (faxes and emails)
- Coordinate all the paperwork related to workshops and meetings
- Organize all the files electronically