**Health System Improvement Project (HSIP) and HSIP Additional Financing**

**Terms of Reference**

**“Office Assistant”**

1. **Introduction**

Recently the Government of Albania has received a loan from IBRD under the project Health System Improvements Project to improve access and efficiency of health care services in Albania. The Project Development Objective (PDO) is to contribute to improving the efficiency of care in selected hospitals in Albania, improving the management of information in the health system, and increasing financial access to health services. The Albania Health System Improvements Project (AHSIP) will support:

1. reforming the hospital sector by creating a sound legal framework and management structure for efficient service provision, strengthening performance management and planning, overcoming operational constraints in service delivery, supporting rationalization of the hospital network, and strengthening the referral system;
2. improving monitoring and management of service quality and efficiency through the establishment of a health management information system and of a medical equipment management and maintenance system; and
3. reforming the health financing and provider payment systems, improving capacity of the HIF for strategic purchasing, strengthening systems for efficient purchasing/distribution of pharmaceuticals and medical supplies, and assessing options to expand insurance coverage within the available fiscal space.

The Project will be implemented over a period of five years.The MoH has overarching responsibility for the health sector and related policy oversight. The Health Insurance Fund (HIF) and the National Health Information Center (NHIC) will also be responsible for, or will contribute to, technical implementation of specific Project components or sub-components. The MoH will have fiduciary responsibility for the Project through a Project Coordination Unit (PCU) which will be established within MoH.

The Deputy Minister of Health, as Project Coordinator, will be responsible for the overall Project oversight and coordination within the MoH and across key institutions (e.g., HIF, NHIC) as has been the case in most other projects. Technical working groups may be established for each of the three main components to provide technical advice and coordination during implementation. The Project will require clear implementation oversight, regular consultation with key stakeholders as well as decision making mechanisms to prevent and address bottlenecks. The Deputy Minister will also be responsible for taking decisions on strategic issues that may arise during implementation, in consultation with the Minister of Health

A Project Coordination Unit (PCU) will be established within the MoH to support implementation of the Albania Health System Improvement project.

The Deputy Minister of MoH will be the overall Project Coordinator. The PCU, headed by the Project Manager, will include core staff responsible for fiduciary and safeguard management, and will include a limited number of technical staff (component and activity coordinators) who will coordinate activities planned under each of the components. The Project Manager will have a defined level of responsibility for operational issues. The PCU will monitor and evaluate the Project results framework and will include core staff responsible for technical and fiduciary management, such as a full-time Project Manager, and IT coordinator, a Civil engineer, a Procurement Expert, a Financial Management Expert and an Office Assistant .

1. **Objective of the assignment**

The objective of this assignment is to provide administrative and logistical support, help coordinate the information flow and track the project team task delivery schedule.

1. **Scope of Work**

* Keep meeting minutes and draft summaries;
* Follow the implementation timeline of the team members assigned tasks;
* Provide language support as needed, including translation, interpretation and text editing;
* Offer logistical and operational support to the Project Manager ; Procurement Expert, Financial Expert and other staff of the PCU, during project activities’ implementation;
* Prepare document templates for project use, and support preparation of presentations;
* Support the PCU procurement expert ’s market research activities;
* Maintain the project technical documents archive, both paper and digital;
* Document project regular activities;
* Assisting the financial management specialist for daily financial operation.
* Support FM expert in system data entry
* Perform any other duties requested by the PCU Project Manager and Deputy minister

1. **Reporting Requirements**

The Office Assistant shall work under the general supervision of the PCU Project Manager and Deputy minister of Health and Social protection, who will facilitate the Consultant’s access to the necessary documentary materials as well as access to the key stakeholders to the assignment.

1. **Qualifications**

* Bachelor’s degree in economy (finance, economics, accounting).
* Work experience of 3 years, preferably in donor-supported projects;
* Excellent computer skills and knowledge of the MS Office suite (primarily Word, Excel, PowerPoint), and online document-sharing platforms;
* Proven communication and organizational skill;
* Ability to work in a team, handle multiple complex tasks concurrently, able to prioritize tasks and meet tight deadlines.
* Very good Command of Albanian and English language (spoken and written) is essential.

1. **Restrictions**

In addition to the standard conflict of interest restrictions specified in the consulting contract, all materials created under this Contract will remain the sole property of the Ministry of Health and Social Protection, HSIP Project Coordination Unit. Re-use of the materials will require the formal, written approval of the, HSIP Project Coordination, Ministry of Health and Social Protection.

The Consultant shall have no material interest in any of the outputs of this assignment. On the commencement of the assignment, the Office Assistant will jointly prepare with the HSIP Project Coordination Unit, Ministry of Health and Social protection, a statement of confidentiality that will bind the Consultant to nondisclosure of any sensitive information that he/she may become knowledgeable of in the course of the assignment.

The terms of this agreement shall be made consistent with the relevant privacy laws of the Republic of Albania.

**7. Time-frame for the assignment**

* The Consultant shall be engaged on full-time basis. The remuneration will be paid on a monthly basis and implemented according to Applicable Law.
* The Consultant will be offered opportunities to develop professionally by attending relevant training events and courses during the term of the contract.
* The type of contract for these assignment is Time Based Contract.