



iDICE

Investment in Digital and Creative Enterprises Programme

Terms of Reference (TOR) for the Engagement of a Secretary

for the

Investment in Digital and Creative Enterprises (iDICE) Programme

Sector: Technology and Creative

Financing Agreement reference: 2000200005160

Project ID No.: P-NG-K00-009

25th March, 2025



1. Background

The Federal Government of Nigeria has received financing from the African Development Bank (AfDB), Agence Française de Développement (AFD) and the Islamic Development Bank (IsDB) towards the implementation of the Investment in Digital and Creative Enterprises (iDICE) Programme¹. The objective of the iDICE Programme is to promote entrepreneurship, boost innovation, create jobs, enhance social development, and achieve economic transformation by fostering growth in the digital technology and creative ecosystem, building on brownfield investments and synergies with ongoing initiatives in Nigeria.

In line with implementation arrangements, the iDICE Programme Coordination Unit (PCU) within the Bank of Industry (BOI) is seeking to engage the services of a **Secretary** as part of the Programme Coordination Unit.

2. Objectives

The primary objective of the Secretary within the iDICE PCU is to provide efficient and effective secretarial and administrative support to the PCU. This includes managing communication, organizing meetings, maintaining records, and ensuring smooth office operations.

3. Scope of work

The Secretary shall be responsible for a range of specific duties including, but not limited to:

- a) Provide comprehensive secretarial and administrative support to the Programme Coordination Unit (PCU).
- b) Manage and maintain office systems, including data management and filing.
- c) Serve as the primary point of contact for internal and external communications, including answering phone calls, responding to emails, and handling correspondence.
- d) Draft, review, and distribute official letters, memos, and other documents as required.
- e) Schedule and organize meetings, including preparing agendas.
- f) Take accurate and comprehensive minutes during meetings and ensure timely distribution to relevant stakeholders.

¹ More details about the iDICE Programme as documented in the Program Appraisal Report (PAR) can be accessed at <https://www.afdb.org/en/documents/nigeria-investment-digital-and-creative-enterprises-i-dice-program-project-appraisal-report>

- g) Maintain and update the filing system, both electronic and physical, ensuring easy retrieval of documents.
- h) Ensure that all programme-related documents are properly archived and accessible to authorized personnel.
- i) Provide administrative support to PCU staff, including managing calendars, scheduling appointments, and handling routine inquiries.
- j) Assist in the preparation of presentations, reports, and other materials as needed.
- k) Other assignments as may be directed by Management.

4. Qualification and Experience

- a) A minimum of a Higher National Diploma (HND) in Secretarial Studies, Office Administration, Business Administration, Communication, Technology, or a related field from a recognized institution. A bachelor's degree or certifications in related fields will be an added advantage
- b) A minimum of 1 year of relevant work experience in a secretarial or administrative role, preferably within international development programmes, government agencies, or similar settings.
- c) Familiarity with calendar management tools (e.g., Google calendar, Microsoft Outlook) and online meeting platforms (e.g., Zoom, Microsoft Teams)
- d) Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- e) Knowledge of data entry and experience with database software (e.g., Access, Sharepoint) for managing program files and documentation.
- f) Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.
- g) Excellent written and verbal communication skills, with the ability to prepare clear and concise reports, correspondence, and documentation.
- h) Strong interpersonal and teamwork skills, with the ability to work effectively with diverse stakeholders, including government officials, development partners, and programme beneficiaries.
- i) High level of professionalism, integrity, and confidentiality in handling sensitive information.
- j) Proficiency in English is required. Knowledge of local languages is an added advantage.
- k) Strong attention to detail and accuracy in performing administrative tasks.

5. Reporting and Deliverables

The Secretary will report to the **National Coordinator**. The Secretary will submit reports as follows:

S/N	Deliverable	Description	Timeline
1.	Meeting Minutes and Action Items	Accurate and comprehensive minutes from all PCU meetings, including decisions made, action items, responsible parties and deadlines.	Within 48 hours after each meeting
2.	Monthly Schedule and Correspondence Summary	A summary of the PCU's schedule for the past month, including meetings arranged, key correspondence handled, and any follow-up actions required.	Monthly
3.	Ad-hoc Reports	Reports on specific administrative tasks or issues as requested by the PCU	As needed

6. Duration and Commencement

The duration of the assignment shall be for an initial period of one (1) year, to be renewed annually subject to satisfactory performance. The Secretary will be expected to commence work in May 2025.