**Terms of Reference (TOR) Administration and Finance Officer**

Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt Project

**Project Background**

The project titled “Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt” aims at supporting the Ministry of Local Development (MoLD) in creating a modernized and decentralized local administration system at the central and local levels in selected governorates, which adheres to good governance, whose function is to support and promote integrated local development through upholding excellence in local public services delivery and promoting local economic and social development.

Developing and rebuilding local institutional capacity is core not only for implementing decentralization, but also to achieve the ultimate objective of local development as represented in local economic development and provision of improved services and infrastructure. Creating productive employment opportunities in each locality that caters to all requires effective and practical yet a strategic framework for economic development, including targeted public investment in infrastructure, development of human capabilities, active promotion of innovation and entrepreneurship, and alignment with national policies for trade, investment and the like. Moreover, enhancing public service delivery systems increase citizen satisfaction with government performance, particularly when adhering to good governance.

**Duties and Responsibilities**

Under the guidance and the direct supervision of the National Project Manager, the Administration and Finance Officer supports the project team and ensures smooth operation of the project.

**Administrative management:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Coordinate and prepare documents necessary for the launch of procurement processes and issue contracts;
- Supervise other support staff and coordinate short-term consultants;
- Assume overall responsibility for the coordination of administrative matters;
- Provide advice to the team on financial and administrative issues.

**Financial management:**

- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Prepare proposals for budget revisions;
- Upon request, prepare and submit expenditure and project budget status reports;
- Maintain accurate budget reporting in both UNDP and donor(s) standard templates;
- Prepare financial and other recurring reports as scheduled, and special reports as required for budget/financial preparations and audit;
• Respond to queries from the UNDP and donor(s) with respect to financial aspects of the project, liaise with UNDP-appointed and external auditors wherever required;
• Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits;
• Check budget lines to ensure that all transactions are booked to the correct budget lines Liaise with UNDP Finance Officer to ensure compatibility of the project financial books with CDRs;
• Arrange for travel, hotel reservations and logistical support for Project Staff and stakeholders inside;
• Responsible administrative and logistical support to organization of conferences and workshops and training;
• Undertake other financial and administrative tasks as required.

Procurement:

• In accordance with the project annual work plan coordinate and contribute to the procurement of equipment, supplies and services;
• Prepare the procurement plans for the projects and monitoring of their implementation;
• Coordinate equipment maintenance and insurance as required;
• Ensure that contractual processes follow the stipulated UNDP procedures;
• Check and ensure that all procurement process and expenditures of the project in accordance with the UNDP procedure. This includes ensuring receipts to be obtained for all payments;
• Clear and ensure delivery of equipment and supplies procured.

Competencies

Functional Competencies:

Job Knowledge/Technical Expertise / In-depth knowledge of the Subject-matter

• Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
• Serves as internal consultant in the area of expertise and shares knowledge with staff;
• Continues to seek new and improved methods and systems for accomplishing the work of the unit;
• Demonstrates comprehensive knowledge of information technology and applies it in work assignments.

Development and Operational Effectiveness

• Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
• Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from setbacks.

Leadership and Self-Management

• Focuses on result for the client and responds positively to feedback;
• Ability to achieve results and meet strict deadlines in an effective manner, maintaining a high-quality standard throughout;
• Consistently approaches work with energy and a positive, constructive attitude;
• Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively.

Required Skills and Experience

Education:

• University Degree in economics, finance, accounting, law, public administration or another related field.

Experience:

• At least seven years of complex experience in administrative work, accounting/finance, economics, or other substantive area is required;
• At least two years of previous experience in development assistance, or related work for a donor organization is a plus. Previous experience with UNDP is a very strong advantage;
• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.

Language:

• Fluency in both Arabic and English (written and spoken) is required.

Application:

Please submit your resume and P11 to the below email specifying the title of the post:

Ms. Deena Refai
deeana.refai@undp.org

Vacancy Notice issued: March 15, 2020
Deadline for application is: March 30, 2020