

TERMS OF REFERENCE: PROJECT FINANCIAL OFFICER

Country:	Arab Republic of Egypt
Project Title:	Egyptian Italian Environmental Cooperation Project (EIECP III)
Post Title:	Financial Officer
Duty Station	Cairo
Duration:	3 months
Expected Starting Date:	June 2024

Project Goals and Background

EIECP III is a three-year project implemented as the third phase of the Italian Egyptian Environmental Cooperation Program (EIECP), which first phase started in the late 90s, while its second phase came to an end in 2010. The current third phase of EIECP aims at further developing Egypt's protected areas (PAs) system, mainly with the view of establishing income-generating mechanism and, thus, facilitate the process for mobilizing resources toward the financial sustainability of the Egypt's PAs system and, in this way, its conservation and sustainable development endeavours. EIECP III will also tackle other PAs management needs of the Nature Conservation Sector (NCS) of the Egyptian Environmental Affairs Agency (EEAA), such as that of information gathering/generation management and analysis.

Community Based Natural Resources Management (CBNRM) schemes will be developed and implemented to promote sustainable development in a number of project Intervention Areas (IAs), identified as those spatial domains where the services provided by the ecosystem safeguarded by the PAs focused by EIECP II are used. In this way, local communities are engaged in the management of PAs with the view of enhancing the efficacy in preserving natural ecosystems and cultural heritages. The sustainable use of Egypt's PAs natural resources can hardly generate adequate income for local communities if not built around tourism, which is a significant engine of growth for both the national economy and the development of local communities. For this reason, EIECP III will also tackle the promotion of responsible and sustainable eco-tourism activities and, in so doing, will also pursue the integration of all other potential local economic activities, such as agriculture, ranging and fishing in the CBNRM schemes in and around PAs. The said CBNRM schemes will thus be critically analysed to highlight PAs management best practices and, on this basis, prepare guidelines and methodological tools for their replication in other contexts.

In relation to its CBNRM component, the project is currently targeting several institutions, organisations and stakeholders as well as resource users, including community members at local level. Among these groups, awareness and understanding of environmental issues is not considered to be as satisfactory and ideal as the project expects. There is a recognised need to raise environmental awareness and improve environmental communication in all the PAs targeted by the project. Environmental public awareness and education could help the project to achieve its goals of sustainable resource management. While developing an awareness strategy, the project could also improve communication and coordination between stakeholders to support co-management practices and foster long-term and sustainable development. Broader groups of people and stakeholders need to be engaged to achieve meaningful results. To achieve sustainable environmental management, education and communication are essential ingredients. Change of attitudes and behaviours will contribute to diminish the costs for conservation and management and will build and expand a strong alliance between conservation agents, communities and people.

EIECP III project seeks to recruit a full-time Project financial officer. The financial officer will be responsible for the financial supervision of the project implementation. The Project financial officer will be responsible for monitoring the project documentation and ensuring the necessary reporting requirements and standards

Scope of Work

Under the guidance and supervision of the Project Manager, the Project financial officer will have the following specific responsibilities:

1. Monitor and keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
2. Review project expenditures and ensure that project funds are used in compliance with the Project
3. Document, assigned budget lines and UNDP financial rules, procedures and regulations;
4. Provide necessary financial information as and when required for project management decisions;
5. Provide necessary financial information during project audit(s);
6. Review annual budgets and project expenditure reports, Combined Delivery Reports, and notify the Project Manager if there are any discrepancies or issues;
7. Consolidate financial progress reports submitted by the responsible parties for implementation of project activities.
8. Responsible for management of project procurement processes as per UNDP rules and regulations
9. Responsible for all project logistics and administrative work related to the project including organizing events, booking venues, arrangement for travel, maintenance of premises, etc.

Institutional Arrangement

The financial officer will be working under the direct supervision of the Project Manager.

Minimum Qualifications of the Successful candidate

- University degree in accounting, business administration, finance or related discipline
- At least 5 years of professional experience in accounting
- Previous work experience with similar projects, in particular with international agencies, is strongly recommended
- Excellent communication skills
- Computer proficiency (MS Office package, Internet) is a must coupled with strong IT background
- Knowledge of change management and institutions at national and local levels would be an advantage

Language

Full command of Arabic and English

Application

- Applicant CV,
- Expected salary
- Background and reference of previous works.
- Any other supporting material relevant to the proposal.

Interested candidates should submit their updated Resume along with expected salary

The offers should be sent to: hamedyousria@yahoo.co.uk amany.nakhla@undp.org;

Deadline for applications: 23rd of May 2024

NB: Please refer to the title of the position in the e-mail subject