Background:

Egypt ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1992, Kyoto Protocol in 2005 and signed the Paris Agreement in 2016. As Party to the Convention, Egypt has the obligation to implement decisions of the Conference of the Parties (COP) regarding the implementation of policies and measures to adapt to, and mitigate climate change, thereby contributing to the attainment of the objective of the Convention. Article 13 of the Paris Agreement establishes an Enhanced Transparency Framework (ETF) for action and support designed to build trust and confidence that all countries are contributing their share to the global effort. By tracking and reporting on the progress and implementation challenges of their climate pledges, countries will have the necessary information to strengthen their ambition in the future and identify new priority areas for action, along with the resources needed to ensure that each Nationally Determined Contribution (NDC) cycle builds on the previous one.

The Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) decided that Parties shall submit their first Biennial Transparency Report (1BTR) and national inventory report, if submitted as a stand-alone report, in accordance with the adopted modalities, procedures and guidelines, at the latest by 31 December 2024.

Development of Egypt’s First Biennial Transparency Report (1BTR), and a combined Second Biennial Transparency and Fifth National Communication Report to the UNFCCC (2BTR+5NC) Project supports Government of Egypt to develop and submit its First Biennial Transparency for the fulfillment of the obligations under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement (PA) in line with the Modalities, procedures and guidelines (MPGs)\(^1\), for the transparency framework for action and support referred to in Article 13 of the Paris Agreement (Decision 18/CMA.1) and the guidance on operationalizing the MPGs as per Decision 5/CMA.3. The project will strengthen technical and institutional capacity to assist Egypt mainstream climate change concerns into sectoral and national development priorities by strengthening and giving continuity to the institutional and technical capacity development that has been initiated and sustained by the National Communications and Biennial Update Reports processes to date.

The Egyptian Environmental Affairs Agency (EEAA) is partnering with UNDP on the implementation of the project activities in Egypt. Accordingly, the project is seeking to recruit a **Financial & Administration Officer (FO)** for the project reporting directly to the Project Manager. **The contract will be a 3-month under evaluation and subject to be extended on an annual base.**

Scope of Work:

A Financial & Admin Officer (FO) will be recruited to provide daily assistance to the Project Manager; the FO will be hired as a full-time project staff member for the duration of the project and will primarily assist and report to the Project Manager (PM). The FO tasks will include but not necessarily be limited to the following specific responsibilities:

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\(^1\) annex to decision 18/CMA.1
Ministry of Environment (MoE)
Egyptian Environmental Affairs Agency (EEAA)
United Nation Development Programme (UNDP)

Egypt’s First Biennial Transparency Report (1BTR), and a combined
Second Biennial Transparency and Fifth National Communication
Report to the UNFCCC (2BTR+5NC) Project

- Ensure that adequate financial controls are in place to maintain propriety and proper accountability of expenditures;
- 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
- Monitor budgets and expenditures and contribute to preparation of budget revision
- Liaise with UNDP Finance Officer to ensure compatibility of the project financial books with CDRs.
- Preparing and submitting timely and reliable UNDP financial documents and financial reports;
- Prepare project financial reports, statement and submit to Project Manager for clearance and UNDP as required;
- Establish a computer based monitoring system for expenditures;
- 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 payment;
- Check budget lines to ensure that all transactions are booked to the correct budget lines;
- Responsible for project procurement processes inside and outside Egypt
- Arrange for travel, hotel reservations and logistical support for Project Staff and stakeholders inside and outside Egypt
- Responsible administrative and logistical support to organization of conferences, workshops, retreats;
- Preparation of routine correspondence, email, faxes, memoranda and reports.
- Receipt of shipments, customs clearance arrangements, preparation of documents for shipments; (received/sent), arrangements for shipments;
- Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence related to shipments/customs clearance/duty exemption;
- Support with dispatching of publications.
- Carry out any other administrative/financial assignments as requested by the Project Manager

**Qualifications and Experience**

- A bachelor’s degree in accounting, Business or equivalent
- Experience with UNDP, OUDA and donor funded projects will be an added advantage;
- At least 5 years relevant continuous work experience in a finance and administrative functions;
- Demonstrated experience in procurement and preparation of financial reports and budget variance analysis;
- High integrity, strong result orientation, drive for excellence and takes initiative;
- Good communication skills;
- Fluency in English required; working knowledge of other language would be an added advantage;
- Excellent communication and analytical skills;
- Be a team player and have client focus.
- Good interpersonal skills and result orientation;
- Work experience with MS Office applications is a must

All applications including updated CV and specifying the title of the post to be sent to the attention of:
- Dr. Samir Tantawi, The Project Manager: samir_tantawi@hotmail.com
- Only shortlisted candidates will be contacted.

**Deadline:** 19th of June, 2024