

Terms of Reference

Programme Finance Associate

1. Position Information

Office/Unit/Project	UNDP Iran
Title	Programme Finance Associate
Level	NPSA-6
Duty station (City and Country)	Tehran, Iran
Type (Regular or Short term)	Regular
Office- or Home-based	Office - based
Expected starting date	15 August 2023
Expected Duration	Contract 6 months
Position Number	202814

2. Office/Unit/Project Description

UNDP supports countries around the world to formulate strategies and policies that promote human development, reduce inequality and poverty, and achieve the Sustainable Development Goals (SDGs). To advance these aims, UNDP provides technical policy advice and programming tools to help address critical and inter-linked sustainable development challenges such as inequality, climate change, and natural disasters. In that regard, a network of expertise across the SDGs, within and beyond UNDP, has been established to influence, shape, and activate platforms for intersectional collaboration for complex, multi-faceted, and 'frontier' issues in sustainable development. In particular, SDG Integration teams are being formed to curate and coordinate support on SDG implementation on the ground and ensure that UNDP's offers/integrated services are informed by the experience resulting from implementation on the ground and by the broader debates and analytical advancements on SDG implementation.

In Islamic Republic of Iran, UNDP has been working since 1966 to contribute to fulfil the country's development aspirations. UNDP has also been engaging closely with other development partners, such as academic institutions and the private sector, by providing knowledge products, policy and technical assistance, and innovative development solutions for more than 50 years. Connecting to UNDP Global network of expertise and South-South cooperation are an integral part of our work. UNDP is committed to helping Iran achieve the National Development Goals (NDP) and the Global Goals (SDG) as articulated in the Country Programme Document (2023-2027) that builds on the achievements and lessons accumulated during the current programme cycle (2017-2022) and focuses on the following priority programme areas: resilient economy, health, environment, and disaster risk reduction and management.

The Programme Finance Associate works under the overall guidance of the Deputy Resident Representative. The Programme Finance Associate works in close collaboration with the Programme and Operations, and project teams to resolve complex programme financial management related issues, reporting requirements, and meet other corporate standards.

3. Scope of Work

The Programme Finance Associate provides support and guidance in the effective execution of programme finance services ensuring effective and transparent utilization of financial resources. The Programme Finance Associate promotes a client-oriented and results-focused approach consistent with UNDP rules and regulations.

The key results have an impact on the implementation of ongoing programmes and projects. The Programme Finance Associate will provide the following services:

- ✓ Support administration and implementation of programme and finance related policies and

strategies in full compliance with UNDP rules, regulations, and procedures.

- ✓ Support quality assurance, monitoring and evaluation, including risk management at the programme and project levels
- ✓ Support financial management and implementation of ongoing programmes and projects through preparing annual work plans and budgets, donor/corporate reporting, and project closures
- ✓ Provide support in resource mobilization including through inputs to design of concept notes, funding proposals, project documents and other relevant background documents and information
- ✓ Support in strengthening effective results-based management and reporting in line with corporate and donor requirements
- ✓ Support implementation of cost recovery strategy to ensure optimal cost recovery and generation of revenues

4. Institutional Arrangement

The Programme Finance Associate will work under overall guidance of Deputy Resident Representative and day-to-day management of assigned Programme Officer.

5. Competencies

Core	
Achieve Results:	LEVEL 1: Plans and monitors own work, pays attention to details, delivers quality work by deadline
Think Innovatively:	LEVEL 1: Open to creative ideas/known risks, is pragmatic problem solver, makes improvements
Learn Continuously:	LEVEL 1: Open minded and curious, shares knowledge, learns from mistakes, asks for feedback
Adapt with Agility:	LEVEL 1: Adapts to change, constructively handles ambiguity/uncertainty, is flexible
Act with Determination:	LEVEL 1: Shows drive and motivation, able to deliver calmly in face of adversity, confident
Engage and Partner:	LEVEL 1: Demonstrates compassion/understanding towards others, forms positive relationships
Enable Diversity and Inclusion:	LEVEL 1: Appreciate/respect differences, aware of unconscious bias, confront discrimination

Cross-Functional & Technical competencies

<i>Thematic Area</i>	<i>Name</i>	<i>Definition</i>
Finance	Accounting (General)	Knowledge of accounting concepts, principles, frameworks, standards, regulations, policies and trends, and ability to apply this to strategic and/or practical situations
Finance	Budget management	Ability to support budgetary aspects of work planning process, drawing and management of team budgets
2030 Agenda: Engagement & Effectiveness	Effectiveness	Programmatic risk management and analysis
2030 Agenda: People	Gender	Gender issues and analysis

Business Management	Working with Evidence and Data	Ability to inspect, cleanse, transform and model data with the goal of discovering useful information, informing conclusions and supporting decision-making
Business Management	Customer Satisfaction/Client Management	Ability to respond timely and appropriately with a sense of urgency, provide consistent solutions, and deliver timely and quality results and/or solutions to fulfil and understand the real customers' needs. Provide inputs to the development of customer service strategy. Look for ways to add value beyond clients' immediate requests. Ability to anticipate client's upcoming needs and concerns
Business Development	Knowledge Generation	Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need

6. Minimum Qualifications of the Successful NPSA

Minimum Education requirements	<ul style="list-style-type: none"> • Secondary Education. University degree in Finance or Accounting desirable. Part-qualified accountants from an internationally accredited institute of accountancy will have a distinct advantage. • Candidate with no professional accountancy qualifications but with relevant experience must successfully undertake UNDP Accountancy and Finance Test (AFT) before shortlisting and must complete the UNDP Finance Training and Certification Programme (FTCP), if recruited. • Candidates with no professional accountancy qualifications, but with degrees that major in accountancy and/or finance must complete UNDP Finance Training and Certification Programme (FTCP), if recruited. However, no UNDP Accountancy and Finance Test (AFT) is required. • For fully qualified accountants from an internationally accredited institute of accountancy or for those that have full completion of the UNDP Finance Training and Certification Programme (FTCP), no UNDP Accountancy and Finance Test (AFT) is required.
Min. years of relevant work experience	Minimum 6 years (with Secondary education) or 3 years (with Bachelor's degree) of relevant administrative or programme experience.
Required skills	<ul style="list-style-type: none"> ▪ Good knowledge of MS Office and ability to learn and adopt to new systems ▪ Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between people and nations, tolerance, integrity, respect, results orientation, UNDP core ethics, impartiality;
Desired skills in addition to the competencies covered in the Competencies section	<ul style="list-style-type: none"> ▪ Experience collaborating with government agencies, international organizations, and community leaders ▪ Knowledge of UN regulations, rules, and procedures
Required Language(s)	▪Fluent in English and Farsi
Professional Certificates	N/A