

IMORTNAT NOTE: This vacancy belongs to a nationally implemented project which is a joint endeavor between Ministry of Cooperatives, Labour and Social Welfare and the United Nations Development Programme. The project is located in the Ministry of Cooperatives, Labour and the incumbent will need to work in a governmental entity.

Terms of Reference

Finance and Admin Expert

GENERAL INFORMATION

Services/Work Description: Finance and Admin Expert
Project/Program Title: Participatory community-based job generation towards sustainable area-based development
Duty Station: Tehran
Duration: 3 months- with the possibility of extension
Tentative Expected Start Date: 1 February 2021

Background

According to the latest official figures, the total population of Iran in 2018 was estimated at 82.1 million people. In 2016, the rural population ratio in Iran based on the Statistical Center of Iran was reported at 26%. This indicates a rapid change in the settlement, businesses, and livelihoods models of Iran economics towards higher urbanization. Currently, 22.2 million people live in 65,000 villages, who depend on agriculture and natural resource-dependent livelihoods such as animal husbandry, whether directly or indirectly.

The heavy rains hitting Iran between March and April 2019, which caused massive floods in Iran also considerably affected the daily livelihood of people and their income in the flooded provinces of Iran.

Drawing on its previous experiences in Iran regarding rural development, early recovery and Disaster Risk Management projects with the Government, and in close cooperation with Ministry of Cooperative, Labour and Social Welfare and based on the request made by the Government, UNDP proposes a number of interventions to support the Government of Iran in its efforts in both Rural Job Generation and Design and implementation of livelihood and economic post-disaster recovery.

I. Scope of work

Finance and Admin Assistant will function under the direct supervision of the National Project Manager Associate, to ensure that routine services and activities within the administrative and finance are properly implemented including the process of recruitment and appointment of staff and Consultants, Handling formalities for official missions and official meetings and events, preparing the financial and progress reports, announcing the deadlines to consultants and participants, and other tasks that the project manager refers to.

II. Description of work responsibilities

1. Planning

- Provide support in project budget planning in the format applicable;
- Assist the NPM in project budget monitoring and project budget revision.
- Oversees financial flows related to procurement;



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2. Accounting /COUNTING/Reporting

- Set up an accounting system, including reporting forms and filing system for the project, in accordance with the project document and the UNDP procedures.
- Prepare project financial reports and submit to NPM and NPD for clearance and furnish to UNDP as required.
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation.

3. Control

- Check and ensure all expenditures of the project are in accordance with Government and UNDP procedures. This includes ensuring that receipts are obtained for all payments;
- Check budget lines to ensure that all transactions are correctly booked to the correct budget lines;
- Ensure documentation relating to payments are duly approved by the NPD;
- To continuously improve system & procedures to enhance internal controls are satisfy audit requirements.

4. Inventory register

- Maintain a proper inventory of project assets register, including numbering, recording, and reporting;
- Maintain the inventory file to support purchases of all equipment/assets.

5. Project Procurement and contracting

- Prepare contracts in accordance with UNDP NIM regulations;
- Monitor terms of services/Payment for each contract and inform project management on any divergence if happens;
- Provide support in making payments to any project sub-contractor
- Provide Comprehensive guidelines and instructions based on the governmental laws/regulations and UNDP rules and regulations;
- Analyze and interpret the financial rules and regulations;
- Ensure full compliance of procurement /contracting activities within UNDP rules, regulations, policies, strategies, and UNDP procurement guidelines;
- Solicits and evaluates tenders to ensure overall competitiveness, quality and conformity to specified requirements;

6. Administrative Tasks

- Answer to the phone calls and emails, and responds in required cases;
- Prepare the letters and translate required documents (both in Persian and English);
- Ensure all the HR processes of the project are done as per the NIM Guidelines and through transparent and competitive processes and related records are kept;
- Ensure safe keeping of the project document and HR records as per the guidelines, to be available for review through Audits, Verifications, Spot Checks, etc.;
- Maintain project correspondence and communication;



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- Advise all project counterparts on applicable administrative procedures and ensures their proper implementation;
- Prepare routine correspondence and memoranda for Project Managers signature;

7. Support any other activities requested by NPM.

Provide Comprehensive guidelines and instructions based on the governmental laws/regulations and UNDP rules and regulations; Analyze and interpret the financial rules and regulations;

8. Ensure full compliance of procurement /contracting activities

within Government rules, regulations, policies, strategies, and Governmental procurement guidelines;

9. Solicits and evaluates tenders to ensure overall competitiveness,

quality and conformity to specified requirements;

IV. Qualifications

- A university degree Preferably in Accounting, Administration, or general services (or any other directly related fields);
- At least 4 years of experience in administrative and finance work.
- Computer skills (MS Office, including Excel, Word, PowerPoint, Access)
- Fluency in English & Working knowledge of Farsi and English.
- Experience working with Atlas or similar systems desirable.

Interested applicants should send their application together with their Curriculum Vitae to:

By e-mail to: Job.generation.project@gmail.com

Closing Date: 22 January 2021

