



TERMS OF REFERENCE FOR FINANCIAL AND ADMINISTRATION OFFICER (F/AO) FOURTH NATIONAL COMMUNICATION PROJECT (NC4EGYPT)

Background:

According to Article 4, paragraph 1, and Article 12, paragraph 1 of the United Nation Framework Convention on Climate Change (UNFCCC), each Party shall communicate to the Conference of the Parties (COP), through the secretariat, the following elements of information: (a) a national inventory of anthropogenic emissions by sources and removals by sinks of all greenhouse gases not controlled by the Montreal Protocol, to the extent its capacities permit, using comparable methodologies to be promoted and agreed upon by the COP; (b) a general description of steps taken or envisaged by the Party to implement the Convention; and (c) any other information that the Party considers relevant to the achievement of the objective of the Convention and suitable for inclusion in its communication, including, if feasible, material relevant for calculations of global emission trends.

The main outcomes of the FNC is to update the National Greenhouse Gas Inventory; to revise, analyze and describe national programs that have aided in the reduction of GHG emissions; to identify policies and measures adopted for different national sectors which, directly or indirectly, have served in the reduction of GHG emissions or in the removal of gases through carbon sinks, as it will include a macroeconomic evaluation of these initiatives; and to carry out evaluations of impacts, vulnerability and adaptation strategy feasibility in priority sectors and systems in the country in the face of variability, climate change and projected extreme events.

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 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:

- 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, 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

Key qualifications

- 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 both:

- **NC4Egypt Project:** NC4.Egypt@hotmail.com
- **Ms. Doaa Mohamed, Technical Officer, NC4Egypt Project** (email: doaa.mohamed12@gmail.com)

Only shortlisted candidates will be contacted

Deadline: As announced on the website