Terms of Reference (TOR) Project Administration, Procurement and Financial Officer

Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project

Project Background

The Enhancing Climate Change Adaptation in the North Coast and Nile Delta Regions in Egypt Project (ECCADP) aims at supporting the adaptation efforts of Egypt in the North coast and in particular the Nile Delta which is identified by the IPCC in its Fourth Assessment Report as one of the world’s three “extreme” vulnerable.

The objective of the project is to reduce coastal flooding risks in Egypt’s North Coast due to the combination of projected sea level rise and more frequent and intense extreme storm events. Output 1 focuses on constructing 69 km of sand dune dikes at five vulnerable hotspots within the Nile Delta that were identified during an engineering scoping assessment and technical feasibility study. Output 2 focuses on the development of an Integrated Coastal Zone Management (ICZM) plan for the entire North Coast, to manage long-term climate change risks and provide Egypt with adaptability to impending flood risks.

The project will facilitate transformational change in the short-term by reducing coastal flooding threats along vulnerable hotspots in the Delta and in the long-term by integrating additional risks of climate change into coastal management and planning, budgeting and implementation of risk reduction measures. The Project is implemented by the Ministry of Water Resources and Irrigation in collaboration with UNDP and is funded from the Green Climate Fund (GCF). The project is managed by a Project Management Unit (PMU) which is led by the executive project manager and includes staff assisting the manager in carrying the various management tasks.

The project seeks to recruit an Administration, Procurement and Financial officer to work within the PMU.

Duties and responsibilities:

Under the full supervision of the Project Manager and oversight of the Water Resources and Irrigation and of UNDP, the Project Administration, Procurement and Financial officer will have the following duties and responsibilities:

- Logistics and administrative support of the project implementation, including administrative management of the project tasks and preparation of local and overseas travel arrangements for project personnel and stakeholders.
- Maintaining the administrative documentation up to date, in accordance with UNDP and other project reporting requirements.
- Maintaining project asset records, contract logs for the project as well as elaborate rosters of potential consultants and contractors.
• Maintaining personal records (such as annual leave and attendance sheets) and documents of all project personnel.
• Managing the projects filing (e.g. incoming and outgoing correspondences) and keeping the project documentation up-to-date and in perfect order;
• Assisting the Project Manager in
  o Elaborating the project work plans;
  o Elaborating the project reports as per the UNDP Egypt procedures;
  o Organization of in-country training activities, including logistical arrangements for trainees and trainers.
  o Organization of project events (workshops, working group meetings, local stakeholder consultations, management/steering committee meetings, etc.)
  o Managing the project contracts
  o Recruitment processes
• Facilitate project communications (telephone, fax, e-mail, post, etc.), including:
  o Liaise with individual and corporate project contractors;
  o Routine translation/interpretation drafting of correspondence as required
  o Draft correspondence and documents; finalize correspondence of administrative nature; edit reports and other documents for correctness of form and content;
• Supporting the project outreach and PR activities in general, including keeping of the project web-site up to date;
• For project meetings, workshops, and trainings, the officer will:
  o Keep attendance records in an impeccable way;
  o Draft minutes of meetings;
  o Make routine translation/interpretation during projects meetings if required.
• Preparation of the annual and revised project budget according to the project’s outputs and activities.
• Preparation of the monthly expenditure reports.
• Preparation and the delivery of project quarter, annual and ad hoc financial reports.
• Responsibility for undertaking bidding, procurement and contracting according to project requirements based on UNDP and National rules and regulations.
• Revision of project records of office material and project assets and preparation of corresponding reports.
• Providing appointed auditing firm with required documents and support to project audits;
• Handling of day to day petty cash (opening, administration and closing).
• Preparation and following up of payment requests and other expenses.
• Processing of entitlements (daily subsistence allowance, remuneration) and follows up on contracts of project staff and consultants.
• Bookkeeping, maintain a complete and systematic set of records of business transactions. Balance books and prepares reports to show receipts, expenditures, account payable, and various other items pertinent to the operation of the office.
• Ensuring successful completion of the project in accordance with the stated outcomes and performance indicators summarized in the project’s logframe matrix and within the planned schedule and budget:
• Full compliance with the UNDP and GCF branding policy.
• Supporting the project manager in the implementation of the project as required.
• Performing other related duties to his position as required.
• Maintaining work confidentiality at all times.

**Expected Qualifications:**
• A relevant university degree.
• Five years of experience in a similar position.
• Excellent knowledge of Office software packages including Word and Excel.
• Excellent written and verbal knowledge of Arabic and English.

**Competencies:**
• Able to work under minimal supervision and be proactive and innovative.
• Excellent organizational and planning skills are essential.
• The ability to work in a multi-cultural and multi-national environment.
• Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.

**Project Management Unit base station**
Cairo

**Type of Employee:**
Part or full-time position

**Application:**

Please submit your application and a recent CV on a P11 form that can be obtained from (http://www.eg.undp.org/content/dam/egypt/docs/Vacancies/P11form.doc) with any relevant material and at least three references specifying the title of the post “Administration, Procurement and Financial officer” To the below emails:

Dr. Mohamed Ahmed – Project Manager
Mohamed.ahmed@eccadp.com and egyptgcfproject@gmail.com

Mr. Ahmed Mostafa – Admin Assistant
ahmedundp2018@gmail.com

Vacancy notice issued on May 22, 2022
Deadline for application is June 4, 2022