

Vacancy Announcement

Terms of Reference (ToR)

“Finance & Operation Expert (FOE)” for

“Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector of the I.R. Iran Project”

Interested applicants should directly send their CV and Cover letter to email address: eeeb.ceee@isti.ir and info@eeeb.ir.

Date of Advertisement: 21 April 2021 until 5 May 2021

Closing Date: 5 May 2021

Please make sure you will mention the applied position in the subject line of your email.

Short-listed candidates will be invited for Interview.

Position: Finance & Operation Expert (FOE).
Location: Project office (Sharif energy research institute) – Tehran
Post Level: Employee
Type of Contract: Individual contract
Languages Required: Farsi, English
Duration of Initial Contract: 8 months (after a three-month probation period) with possibility of extension

Background

The objective of this project is to transform the energy efficiency of heating systems in buildings in Iran, resulting in an invigorated sector in which skilled and well trained engineers fit / retrofit efficient and low carbon heating systems in residences and other buildings, as required by demanding, well enforced building codes - thereby reducing heating bills for residents and national GHG emissions. It is envisaged that this will be achieved by (i) reviewing the legislative, policy and regulatory frameworks that impact building efficiency in Iran; revisiting the building code and products standards and labels and developing a supportive cross-sectoral energy efficiency strategy; enhancing professional infrastructure of energy service business through contributing to the development of a training system and smart maintenance of energy utility in buildings (ii) developing demonstration and pilot smart energy efficiency and environment building based on energy efficient and renewable energy measures in an existing demonstration building; implementing pilot project of hybrid energy efficiency system (hybrid of fossil and renewable energy sources) in specific and selected buildings, piloting of energy service business in the framework of market transformation, and (iii) transforming the market by: introducing mechanisms of competitive energy efficiency and environment market, utilization of sectoral and temporal energy price differentials, facilitating trade of white certificates (energy efficiency and environment), developing policy framework for promoting energy service and energy efficiency business, identifying and formulating mechanisms for promoting development and diffusion of energy efficient technologies, preparing procedures for developing infrastructures for training energy service professionals and issuing professional certificates, developing a system of quality assurance of energy efficiency and environmental quality services in the building sector, developing a stakeholder awareness-raising campaign

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and developing proposals for financing mechanisms for households. The project will operate through three main components as below:

- **Component 1:** Key laws, policies, strategies, regulatory documents, frameworks and studies are approved and in place to provide overall national direction for the cost-effective carbon dioxide (CO₂) mitigation/building energy efficiency (EE) measures and facilitation of cross-sectoral coordination and coherence for improved enforcement.
- **Component 2:** Improved heating systems and integration of solar water heater (SWH) systems in privately owned residential buildings and government-owned buildings.
- **Component 3:** Market for energy efficiency and environment (MEEE) promoting energy services companies (ESCOs) to nationwide transformation of construction techniques for a thermally insulated building shell and reduced heating loads as well as improved behaviour and attitude of building owners and administrators towards energy use in buildings.

Main Purpose

Under overall supervision of the National Project Director (NPD) the Finance & Operation Expert (FOE) will report to the National Project Manager (NPM) and works in close collaboration with the other EEEB project team. He/She will ensure quality financial and contractual management of the project in accordance to the applied national, UNDP/GEF rules and regulations. He/She will provide support and assist project office at the same time.

Detailed responsibilities

1. Planning
 - Provide support in project budget planning in the formats applicable;
 - Assist the NPM in project budget monitoring and project budget revision;
 - Oversees financial flows related to procurement;
2. Accounting /Counting/Reporting
 - Set up accounting system, including reporting forms and filing system for the project, in accordance with the project document and the UNDP/GEF 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 project in accordance with UNDP/GEF 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 that documentation relating to payments are duly approved by the NPD;
 - To continuously improve system & procedures to enhance that internal controls are satisfied 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.

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5. Coordination of events
 - Make sure all required arrangements are in place for holding an event e.g. meetings, workshops, seminars, missions, etc.
 - Ensure timely and quality procurement of goods and services for any project event;
 - Ensures smooth logistical preparation and execution focusing on achievement of the following results: 1) Smooth logistical preparation and execution of the event; 2) Arrange needed procurements of meeting packages, venue booking, and other supporting; 3) Materials and stationeries, prepare list of participants, confirmation with invitees prior to the event; 4) Assist the production of meeting proceedings; 5) Arrange note taking, ensure the records are made.
6. Project Procurement and contracting
 - Ensure attaining the most cost effective and quality offers for procurement of goods and services;
 - Prepare contracts in accordance to 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;
 - Solicit and evaluate tenders to ensure overall competitiveness, quality and conformity to specified requirements.
7. Support any other activities requested by NPM.

Qualifications

- Preferably university degree in business administration, finance, financial management or any other directly related fields;
- At least 7 years' experience in the fields related to the assignment;
- Excellent computer skills and working knowledge of MS Office package (specially Word, Excel, and Power Point), Internet, Email applications;
- Demonstrated skills in office computer use - word processing, spreadsheets, databases and specialized financial management software;
- Positive and constructive attitude to work;
- Working knowledge of English language;
- Fluent Farsi communication skills (speaking and writing);
- Familiarity with UN procurement, financing rules and regulation is as asset.