Terms of Reference (TOR) Project Officer

Supporting the Ministry of Local Development in Decentralization and Integrated Local Development with special emphasis on Upper Egypt Project

Project Background

Through this project UNDP will support the Ministry of Local Development (MoLD) in creating a modernized and decentralized local administration system at the central and local levels in selected governorates, which adheres to good governance, whose function is to support and promote integrated local development through upholding excellence in local public services delivery and promoting local economic and social development.

Developing and rebuilding local institutional capacity is core not only for implementing decentralization, but also to achieve the ultimate objective of local development as represented in local economic development and provision of improved services and infrastructure. Creating productive employment opportunities in each locality that caters to all requires effective and practical yet a strategic framework for economic development, including targeted public investment in infrastructure, development of human capabilities, active promotion of innovation and entrepreneurship, and alignment with national policies for trade, investment and the like. Moreover, enhancing public service delivery systems increase citizen satisfaction with government performance, particularly when adhering to good governance.

Duties and Responsibilities

Under the guidance and the direct supervision of the National Project Manager, the Project Officer supports the project team and ensures smooth operating of the project.

Summary of key functions:

- Effective and accurate management of project activities, including preparation of logistic and procurement actions necessary to the implementation of the activities, monitoring and evaluation;
- Financial administration support to the Project team and constant interaction with UNDP’s office;
- Facilitation of knowledge building and guidance to project stakeholders;

Ensure implementation of the project and procedures, focusing on achievement of the following results:

- Full compliance of project activities, financial recording/reporting system and audit follow up with UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control, proper design and functioning of the financial resources management system;
  In consultation with the Project team, contributes to setting of delivery targets and monitoring of project expenditures.

Ensures effective and accurate management and monitoring and evaluation focusing on achievement of the following results:

- Systematic check and monitoring on project Annual Work Plan activities as well as expenditures;
- Proper planning, expenditure tracking and audit of financial resources;
• Monitoring and evaluation of projects, identification of financial problems or bottlenecks and development of solutions;
• Ensuring consistency of National Implementation UNDP Modality financial transactions with Annual Work Plans and budgets, and full compliance with established rules, regulations and procedures.

Ensures proper utilization and control of project account, focusing on achievement of the following results:
• Contribution in regular reporting to UNDP and other potential donors;
• Elaboration of the internal expenditures’ control system which ensures that transactions are correctly recorded and justified; other entitlements are duly processed.

Ensures facilitation of knowledge building and knowledge sharing, guidance to all project stakeholders.

Competencies

Corporate Competencies:
• Demonstrates integrity by modelling the UN’s values and ethical standards;
• Promotes the vision, mission, and strategic goals of UNDP;
• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:
Knowledge Management and Learning
• Promotes knowledge management through leadership and personal example;
• Actively works towards continuing personal learning and development in one or more.

Development and Operational Effectiveness
• Ability to lead strategic planning, results-based management and reporting;
• Ability to lead formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting;
• Knowledge of most commonly applied financial and accounting standards;
• Excellent knowledge of Results Management techniques;
• Excellent IT skills;
• Ability to implement new systems and affect staff behavioral/ attitudinal change.

Management and Leadership
• Consistently approaches work with energy and a positive, constructive attitude;
• Demonstrates good oral and written communication skills;
• Demonstrates openness to change and ability to manage financial complexities.

Required Skills and Experience

Education:
• University Degree or equivalent in Finance, Business Administration, Public Administration, Economics or related field.
Experience:
- 7 years of relevant experience at the national or international level in project management and in providing financial management advisory services;
- Experience in the use of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based Management systems.

Language:
- Fluency in both Arabic and English (written and spoken) is required.

Application:
Please submit your resume and P11 to the below email specifying the title of the post:

Ms. Deena Refai
deena.refai@undp.org

Vacancy Notice issued: February 10, 2020
Deadline for application is: February 25, 2020