



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Title: Finance and Procurement Officer
Department: Environment & Energy Cluster
Reports to: UNDP Environment & Energy Team Leader
Contract Type: Services Contract
Classified Level: SB-4
Duration: One Year

II. Organizational Context

Cambodia has one of the highest levels of forest cover in Southeast Asia, with approximately 10.7 million hectares of forest in 2006 or 59% of Cambodia's land area. Cambodia also has a relatively high rate of land-use change with Forestry Administration statistics showing that 379,485 hectares of forest were lost between 2002 and 2005/6, a deforestation rate of 0.5% per year.

A future mechanism for Reduced Emissions from Deforestation and Degradation (REDD+) being developed through the UNFCCC provides an opportunity to support Cambodia's efforts to reduce levels of deforestation and help to maintain and protect this natural forest..

The Royal Government of Cambodia has shown early support for the development of approaches to REDD+ with the approval of two pilot sites in 2008 and 2009. In August 2009, the General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance as representatives of the RGC were granted observer status in the UN-REDD programme. Following this time the RGC with support from UNDP Cambodia and FAO Cambodia, prepared a REDD+ Readiness planning process, which led to the development of the Cambodia Readiness Plan Proposal on REDD+ ("Roadmap"), a document outlining how the country with develop policies and measures to become 'REDD+ ready'.

The Cambodia UN-REDD National Programme forms part of this approach and has been specifically designed to support implementation of the Roadmap, which was been developed by the interim REDD+ Taskforce and stakeholder groups during the period January-September 2010. The UN-REDD programme has four outcomes:

- 1) National REDD+ Readiness Management arrangements and stakeholder consultation;

- 2) National capacity-building towards development of the REDD+ strategy and implementation framework; and
- 3) Sub-National REDD+ capacity-building and demonstration;
- 4) Support to development of the Monitoring system.

The programme design looks to fully incorporate relevant line ministries and agencies with FA, GDANCP and FiA being fully engaged within the implementing structures, while other ministries are engaged within higher level decision making bodies as well as technical assessment and consultation processes. This approach marks the programme out as one of the most highly integrated UN-REDD programmes globally.

A final programme agreement was signed between General Department of Administration for Nature Conservation and Protection of the Ministry of Environment, Forestry Administration of the Ministry of Agriculture, Forestry and Fisheries and Ministry of Economic and Finance representative of the Royal Government of Cambodia and UN-REDD in August 2011. Since this point in time the UN agencies have worked to make initial preparations for the beginning of the programme and an Inception Workshop was occurred the week of the 14th of November. At this workshop it was decided that the period from December to March would focus on establishment of the programme with approval of the first annual workplan being scheduled for March 2012.

It is anticipated that at the end of the contract staff associated with the programme will be fully trained and capable to carry out day to day financial and procurement operations for the programme without further support.

The Finance and Procurement Officer will be based in the REDD+ Taskforce Secretariat and will work under the supervision of the UN REDD Technical Specialist and work closely on a day-to-day basis with the Secretariat Chief and Deputy Chief.

The incumbent will be working as part of the broader Secretariat and National REDD+ Programme team and responding to the needs of that programme where required and appropriate. They will also work closely with the Finance and Procurement staff within the REDD+ Taskforce Secretariat as well as within line agencies with a focus on building the capacity of these staffs to manage the financial and procurement process.

The incumbent will look for synergies with different programmes and where possible coordinate activities with that of other programmes or projects and or provide support to those programmes or projects where it is not to the detriment of their own assignment.

III. Functions / Key Results Expected

Summary of key functions:

The overall objective of the assignment is to ensure efficient and effective implementation of

the Cambodia UN-REDD Programme through the development of effective systems and the building of staff capacity. Specifically the Officer's role will focus in on:

1. Provide support to Programme Planning and Coordination
2. To develop, implement and improve Accounting and Reporting Procedures
3. To ensure strong financial and operational control
4. To conduct Bank reconciliation
5. To develop Procurement processes and Inventory Register
6. To support programme administration
7. To provide Oversight and Training to implementing agencies;

1. Provide support to Programme Planning and Coordination

- Work with the Secretariat Chief and Deputy Chief and finance staff in the preparation of project work plans, allocation of budgets and request for budgets from UN agencies;
- Prepare documentation to ensure the flow of funds for project implementation occurs on a timely basis – this will require development of specific financial documentation and provision of support to exiting government staff in developing similar documentation;
- Participate in quarterly work planning and progress reporting meetings with the National Programme Director and Deputy National Programme Director and PEB;
- Coordination of financial management between MAFF, MOE and their respective agencies as well as coordination with other relevant development partner or government funds.

It is anticipated that the officer will ensure effective development of workplans in line with requirements of government and UN agencies and will support assigned government staff in learning this process so that after one year they are fully capable of completing forms with out support.

2. To develop, implement and improve Accounting and Reporting Procedures

- Review government finance and procurement processes to assess how these can be used in conjunction with the NIM guidelines to ensure compliance with the NIM guidelines
- Development of a guidance manual for procurement, inventory and financial management
- Ensure the establishment of an effective inventory system for all equipment purchased by the programme
- Provide oversight of financial management and procurement process processes to ensure they are conducted in accordance with NIM guidelines
- Ensure that petty cash transactions are effectively maintained. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
- Prepare project financial reports and submit to the Secretariat Chief, National Programme Director, Deputy Director and PEB for clearance;
- Enter financial transactions into the computerised accounting system;
- Reconcile all balance sheet accounts and keep a file of all completed reconciliation.

It is anticipated that after the initial 6month period a draft operations manual is available for the programme is available to support the implementation of activities by all staff in line with both UN guidelines and relevant Government procedures. Training should also be provided to all Government staff associated with the programme on the above processes to ensure they are able to complete these roles.

3. To ensure strong financial and operational control

- Check and ensure all expenditures of project are in accordance with UN procedures. This includes ensuring that receipts are obtained for all payments and that correct procurement procedures are followed – the consultant should also work with government staff to ensure they are capable of completing these;
- 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 National Programme Director and Deputy Director;
- Ensure Petty Cash is reviewed and updated and records are kept up-to-date;
- To continuously improve system & procedures to enhance internal controls and satisfy audit requirements.

It is anticipated that a good assessment is received from the initial UNDP spot check

4. To conduct Bank reconciliation

- Bank accounts should be reconciled and reported on a monthly basis in accordance with the timeline established for the programme;
- Government staff are supported to be able to conduct reconciliations;

5. To develop Procurement processes and Inventory Register

- Establish a procurement system and ensure all procurement is conducted according to relevant UN guidelines;
- Establish and maintain a proper inventory of project assets register, including numbering, recording, and reporting;
- Maintain the inventory file to support purchases of all equipment/assets.
- Ensure programme staff are able to maintain inventory of equipment and are updating and managing information on a timely basis

It is anticipated that staff within the secretariat are able to provide a concise list of all equipment owned by the programme and its whereabouts at any point in time

All equipment it purchased in line with UN guidelines

6. To support programme administration and coordination

- To provide oversight to the calculation and preparation of staff time records;
- Provide assistance to organization of project events, including workshops, seminars, and meetings
- Identify potential opportunities for linkages and synergies between existing programmes including the Sustainable Forest Management Programme.

7. To provide Oversight and Training to implementing agencies;

- Develop a training plan for key staff within the REDD+ Taskforce Secretariat and other key staff within line ministries and agencies
- Implement a number of training and capacity building sessions with Secretariat staff and staff from other line ministries and agencies
- Provide on going day-to-day training to staff within the Secretariat and within key line ministries and agencies
- Coordinate with UNDP and other contractors for the provision of external training to

staff relevant to the programme.

Within the first six months of the programme it is anticipated that a significant focus should be on ensuring that the three lead line agencies (FA, GDANCP, and FiA) have a clear plan in place to be able to improve their HACT assessment results.

IV. Impact of Results

The results will create the following impacts:

- Improved capacity of key implementing agencies to manage funds represented by :
- Improved HACT assessment results
- A clear manual for procurement and financial management
- Improved understanding of UN regulations and requirements
- Good audit reports though out the programme
- Capacity of programme staff to take over the role of head of finance at the end of the contract term

V. Competencies

Corporate Competencies:

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Ability to maintain effective rapport with different kinds of people.

Functional Competencies:*Knowledge Management and Learning*

- Shares knowledge and experience; and
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness

- Strong analytical skills and the ability to master new material quickly;
- Ability to manage priorities in order to meet tight deadlines; and
- Good communications, interpersonal and report writing skills.
- Creativity and innovation abilities

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Ability to manage the work of teams, subordinates and consultants;
- Proven ability to work flexibly and independently as part of an interdisciplinary and/or multi-cultural team; and delivery quality results against tight deadlines; and
- Demonstrated capacity for leadership and management.

VI. Recruitment Qualifications

Education:	Master degree in Finance, Economics, Accounting, Administration or other related fields
Experience:	<p>At least 3 years of managerial or advisory experience in positions relating to UN financial and procurement system, portfolio and administration preferably for foreign funded environmental projects</p> <p>Excellent knowledge of the administrative, finance and procurement procedures of the Government, and UN agencies</p> <p>Experience working with Government agencies to build their capacity and support them in the development of nationally implemented programmes</p> <p>Experience working in a multinational multi-skilled team and to coordinating activities with other partners to achieve the best long-term results for the programme and the Ministries and Agencies with whom they are working.</p>

Language Requirements:	Fluent Khmer Good command of both written and spoken English
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VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name / Title	Signature	Date
Chief Division/Section		
Name / Title	Signature	Date