



Terms of References

Project Title: “Modernization of Sustainability and Efficiency of ICT infrastructure and ICT services in the Republic of Azerbaijan”

Position: Project Administrative and Finance Assistant

Contract Type: SC contract

Level: SB-2/1

Duration: 11 months (with the possibility of extension)

Duty Station: Baku, Azerbaijan; international and/or domestic travel will be required

Remuneration: USD1036.33 monthly plus social security package

Project background:

The purpose of the project revision is to assist the Government of Azerbaijan to extend the reach of the Information and Communication Technologies with a view to increase efficiency of the public sector institutions, maximize socio-economic impact of ICTs on businesses and people, and to maintain multi-stakeholder dialogue about bridging the digital divide at the regional level. To achieve these complex objectives, the project will pursue multiple partnerships with international organizations (UNDESA, UNECE, UNPAN, UNESCAP and others), national and local authorities in Azerbaijan, civil society, business circles and bilateral partners. The project will have 6 components: 1) Building of national capacities for e-participation; 2) Awareness raising on Open Government data; 3) Establishment of operational framework for TASIM/EurACA; 4) Development of National concept and innovative frameworks for development of knowledge-based and innovative economy; 5) Development of e-Government infrastructure and promotion of e-services; and 6) Organization of 5th Regional Internet Governance Forum.

Organizational Context:

The Project Administration and Finance Assistant will be locally required based on an open competitive process. He/She will be responsible for the overall administration and/or additional support of the project (contractual, organizational, financial, logistical, etc.). The Project Administrative and Finance assistant will report to the Project Officer. Generally, the Project Administrative and Finance Assistant will be responsible for supporting the Project Officer in meeting obligations under the project.

Key Function and Responsibilities:

- Maintain existing financial systems including petty cash, expenses, mileage claims, expenditure records according to UN/UNDP rules, regulations, policies and guidelines;
- Process all payments through cash flow and monthly bank reconciliation;
- Log and submit all claims to UNDP Country Office and maintain all relevant paperwork in good order;
- Provide the Project Director/UNDP Program Advisor with full Annual Financial Report and ensure that data is backed up;
- Assist in opening of bank accounts for project staff;
- Be proactive in finding more efficient ways of working through use of new tools or procedures;
- Ensure knowledge of staff movements in and out of project maintaining a diary system for all staff either manually or electronically;
- Preparation of quarterly reports to funding bodies in consultation with Project Director/UNDP Program Advisor;
- Ensure keeping up to date by-laws, regulations, rules of the country;
- Coordinate the monitoring and reporting on project components implementation / budget status;
- Supervise the organization of staff team meetings and coordination of occasional project volunteers activities;
- Provide guidance on requirements to be met for Project planning and budget formulation including staffing;
- Ensure prompt maintenance of Project vehicle, equipment and keep up of the Project office premises;
- Provide policy and technical advice regarding the application of the UN guidelines and management procedures;
- Creation of requisitions in Atlas, check for requisitions;
- Assist in preparation of AWP, revisions per established rules;
- Maintain liaison with other stakeholders engaged in project components;
- Ensure the preparation of management and administrative documents as required;
- Coordinate input to medium-term planning and budgeting documents;
- Supervise and provide technical guidance to staff involved in all Project phases;
- Ensure proper maintenance of personal files, service registers, etc., of all the staff;
- Arrange for purchase of stationeries, printing of books and forms as per the Project requirements and ensure keeping up of adequate stock of stationery books and forms etc.
- Take over all control in the absence of the Project Director/UNDP Program Advisor;
- Ensure effective practices within budget guidelines;
- Assist the Audit and prepare necessary documents;
- Arrange travel and hotel reservations, prepare travel authorizations, processing requests for visas, identity cards and other documents if requested;
- Provide administrative support to conferences, workshops, retreats;
- Collect information on DSA, travel agencies and other administrative surveys in support to organization of common services;
- Arrange vehicle transportation, regular vehicle maintenance and insurance;
- Check and record vehicle daily log and gas consumption, update and maintain vehicle history report;
- Raising public awareness of project activities and achievements through – contacts with media;
- Preparation of training materials;
- Monitoring of progress in the implementation of the project plans ;

- Assist in organization of all projects related activities (seminars, working group meetings, etc.);
- Provide general administrative assistance for successful implementation of the project.

Competencies:

Corporate Competencies:

- Demonstrate commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism

Knowledge Management and Learning

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

Development and Operational Effectiveness

- Proven ability to problem-solve, and think creatively to develop and implement smart business solutions in a challenging socio-economic environment;
- Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under tight timelines;

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 humoured even under pressure;
- Demonstrates openness to change and ability to manage complexities

Recruitment Qualifications

- Bachelor's degree in economics, finance and credit, humanities, social science, development studies or other relevant disciplines;
- At least 5 years of professional work experience (UNDP project experience is essential);
- Experience in preparing, organizing, servicing and managing international meetings, especially with the participation of diverse stakeholders from different institutional sectors (public and private sector, civil society, academic and technical communities), from developing and developed countries;
- Knowledge in use of computer software packages for word-processing, excel, power point, and the internet;

- Fluency of Azerbaijani, English (written and oral) **is required**, Russian will be an advantage.