

**Terms of Reference
Administrative and Finance Assistant**

Project Title: **“Support to Juvenile Justice in Syria”**

Project No: **SYR/10/003**

Name:

I. Objective:

The Admin/Finance Assistant is expected to support the National Project Director in all project activities by insuring efficient implementation of processes and systems in the project. He/ She will ensure quality inputs to different activities.

II. Details:

1) Technical and Deliverables:

Administrative Tasks:

- a) Maintains general office files and keeps information and reference in a manner that allows easy retrieval.
- b) Prepares correspondence and offer documents as required, log incoming/outgoing correspondence.
- c) Prepares office supplies requisition including the preparation of equipment specifications, collection of bids and preparation of purchase orders.
- d) Assists in the logistics preparation and implementation of training, workshops, meetings and other awareness activities (exhibitions, fairs...) pertaining to the project.
- e) Assists in drafting progress and other reports as well as in preparing electronic and printed material as well as assists preparing project presentation.
- f) Maintains appropriate inventory records of office material and equipment and prepares the corresponding reports.
- g) Follows-up on administrative matters in the project as well as with UNDP office
- h) Assists in assembling briefing material, documentation and correspondence for the use in official meetings or missions.
- i) Briefs other personnel on administrative matters.
- j) Translates project reports/ documents when needed.
- k) Keeps appointment and arranges office meetings for NPC and staff and answer phone calls.
- l) Undertakes other office duties which may be requested by the Project.
- m) When needed, works closely with the UNDP staff on administrative issues related to the project.

- n) Any other administrative tasks as necessary.

Financial Tasks:

- a) Maintains and update project budget (assist in the preparation of budget revisions)
- b) Prepares Direct Payment Request.
- c) Monitors Programme expenditures, prepares and maintains necessary financial control reports.
- d) Handles day-to-day petty cash (opening, administration and closing)
- e) Prepares and follows-up on payments and other expenses.
- f) Prepares the accounting and financial reports for the project.
- g) Processes entitlements (daily subsistence allowance, remuneration) and follows-up on contracts of project staff and national consultants (extensions, renewals...), and maintains various personnel records and files.
- h) Assists in preparing work plans and budgets.
- i) Codes all expenditures according to ATLAS code in ATLAS work plan (Budget).
- j) Ensures that proper documentation from supplier is revised as well as collects documents from supplier for releasing payments.
- k) Any other financial duties.

Deliverables	Date
All secretarial, administrative and financial work (duties and responsibilities)	Should be done and accomplished through the contract period.

2) Facilitation and Management:

- a) Ensures that UNDP’s name is mentioned in all publications, workshops, and consultancy related activities;
- b) Ensures that UNDP rules and regulations are implemented with relevance to the activities as well as policies and procedures of the execution modality.
- c) Participates in necessary meetings and reviews;
- d) Any other business as required.

III. Reporting Line:

The Administrative and Finance Assistant will report to the National Project Director and the UNDP Programme Officer.

IV. Duration of Contract	Salary
	To be paid on a monthly basis as per UNDP salary scale

V. Budget Information:

Account no.	Operating Unit	Funds	Department	Project No.	Activity	Implementing Agency	Donor

Cleared by:

	NPD	Team Leader
Signature		
Date		

Signature of the Administrative and Finance Assistant: _____

Date: _____

Note: Annex (A) contains qualification

Annex A

Qualifications

- a) **Education:** University degree in Business Administration, Social Science or Literature and Humanitarian Science, Accounting, finance or similar fields
- b) **Experience:** 3 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages (MS Word, Excel, etc.). ICDL certificate is preferable.
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills. Gender knowledge is an asset.