

Terms of Reference for Project Officer

Project Title: **Improving Municipal Services**

Project No.: **SYR/07/004**

Name:

I. Objective:

In light of the special situation of this project, being implemented in several Governorates, the officers in every Governorate is expected to play a primary role in managing the various components of the project pertaining to the Governorate he/she works at. He/she is expect to ensure quality inputs to different activities and efficient implementation. The Officer is also responsible to cover all the finance and administrative work required for implementing the project in the relative municipality. He/she will act as liaison between the national counterpart and UNDP. While the officers would be coordinating the implementation of processes with the project NPD, he/she will work under the direct supervision of UNDP Co in Syria, specifically the program officer working for the project. The officer will be considered a UNDP staff and hired by the UNDP CO in Syria in consultation with the relevant municipality.

III. Responsibility:

1) Technical and Deliverables:

Technical and Administrative Tasks:

- a) Assumes responsibility for the successful execution and implementation of the project towards achieving the outputs relevant to the municipality
- b) Prepare annual and detailed quarterly work plans
- c) Obtains approval on quarterly work plan during its preparation from UNDP
- d) Arranges, in consultation with UNDP, the procurement of project services in the municipality in line with laid out process;
- e) Shares with UNDP draft document and outputs for comments, as well as final products.
- f) Authorizes commitments of resources and expenditures for inputs including staff, consultants, goods and services and training in consultation with UNDP and the project consultant;
- g) Approves all financial expenditures and signs all direct payment
- h) Manages the project resources e.g. office equipment, furniture and stationery procured under the project and maintain register;
- i) Maintains general office files and keeps information and reference in a manner that allows easy retrieval.
- j) Prepares correspondence and offer documents as required, log incoming/outgoing correspondence.

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- k) Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results and follow up on administrative matters
- l) Prepares office supplies requisition including the preparation of equipment specifications, collection of bids and preparation of purchase orders.
- m) Assume logistics preparation and implementation of training, workshops, meetings and other awareness activities (exhibitions, fairs...) pertaining to the municipality he/she works at
- n) Maintains appropriate inventory records of office material and equipment and prepares the corresponding reports.
- o) Briefs other personnel on administrative matters.
- p) Translates project reports/ documents when needed.
- q) Undertakes other office duties which may be requested by the Project.
- r) When needed, works closely with the UNDP staff on administrative issues related to the project.
- s) Work with architectural engineer to select a floor plan for the one window.
- t) Oversee the construction and the renovation of the one window.
- a) Prepare draft technical and other documents as required including the reporting on the following requirements:
 - Monthly and quarterly technical reports of progress on project activities and financial statements of expenditure for the project in the municipality.
 - Final financial report on the project implementation at the municipality at the end of the project.
 - Technical, policy and briefing papers as requested by UNDP and the executing agency.
 - Any documents needed for the board meeting.

Financial Tasks:

- a) Maintains and update project budget in the relative municipality (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) Prepares work plans and budgets.

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- 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 coordination, 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.

IV. Reporting Line:

The Project Officer will report to UNDP program officer.

V. Evaluation:

Renewal of contract will be based on satisfactory midterm and final performance evaluation by UNDP and NPD.

Duration of Contract	Salary
8 months Starting from 1 April 2010 till 31 December 2010	S.P. To be paid on monthly basis

VI. Budget Information:

Account no.	Operating Unit	Funds	Department	Project No.	Activity	Implementing Agency	Donor
71405	SYR	30000	47204	0005875 0	Project management	002086	11072

**Terms of Reference for
Project Officer**

Cleared by:

	NPD	Team Leader	Resident Representative
Signature			
Date			

Signature of the Project Officer: _____

Date: _____

Note: Annex (A) contains qualification

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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.)
- c) **Language Requirements:** Fluency in spoken and written English and Arabic.
- d) **Other Qualifications:** Good communication and presentation skills.