

TOR for Project Officer

Project Title: Legal Empowerment of the Poor and Formalization of the Informal sector

Project No.: SYR/10/001

Name:

I. Objective:

The Project aims at addressing the institutional gaps and challenges regarding property and business environments, encouraging the poor in the informal sector entities to enter the formal system. This will be through offering them as an incentive those essential legal tools that will not only improve their life standard and business, but helps transform their society, preserves their property rights, organizes their businesses and identifies mechanisms to access expanded markets, nationally and internationally.

Under the overall supervision of the National Project Manager and UNDP PO, the project officer is responsible for the management and delivery of the projects outputs and activities.

III. Responsibility:

1) Management:

- a) Assumes operational management of the project in consistency with the project document and UNDP rules and regulations including policies and procedures for nationally executed projects;
- b) Manages project staff;
- c) Ensures that UNDP rules and regulations are implemented in all projects' activities, procurement and recruitment cases and others;
- d) Participate in all project meetings and annual reviews;
- e) Liaises with UNDP programme officer on daily/weekly basis to ensure proper monitoring and realizing results;
- f) Supports resource mobilization efforts to increase resources in cases where additional outputs are required;
- g) Supports to media/communications work of the project;
- h) Ensures that UNDP is invited to all stake holder meetings.

2) **Technical and Deliverables:**

Technical and Administrative Tasks:

- a) Assumes responsibility for the successful execution and implementation of the project towards achieving the output activities.
- b) Prepares annual and detailed quarterly work plans and progress reports.
- c) Obtains approval on quarterly work plan during its preparation from the NPM and UNDP
- d) Arranges, in consultation with UNDP, the procurement of project services in line with laid out process;
- e) Shares with NPM and UNDP draft training plan for comments, as well as procurement plan, and marketing plan.
- 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) Manages the project resources e.g. office equipment, furniture and stationery procured under the project and maintain register;
- h) Maintains general office files and keeps information and reference in a manner that allows easy retrieval.
- i) Prepares correspondence and offer documents as required, log incoming/outgoing correspondence.
- j) Provides the project NPM with the issue and risk logs in line with the communication plan on quarterly basis.
- k) Liaises with NPM and 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) Assumes logistics preparation and implementation of training, workshops, meetings and other awareness activities (exhibitions, fairs...)
- n) Maintains appropriate inventory records of office material and equipment and prepares the corresponding reports.
- o) Briefs other personnel on administrative matters.
- p) Undertakes other office duties which may be requested by the Project.
- q) Prepares draft technical and other documents as required including the reporting on the following requirements:
 - Quarterly technical reports of progress on project activities and financial statements of expenditure for the project in the municipality.
 - MoMs with the counterparts, missions reports... etc.
 - 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.
- 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.

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 NPM and UNDP Business for Development TL.

V. Evaluation:

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

| Duration of Contract | Salary |
|-----------------------------|-----------------------------|
| One year | To be paid on monthly basis |

VI. Budget Information:

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

Cleared by:

| | NPM | Team Leader/ PO | Deputy Resident Representative |
|------------------|------------|------------------------|---------------------------------------|
| Signature | | | |
| Date | | | |

Signature of the project officer: _____

Date: _____

Note: Annex (A) contains qualification

Annex A

Qualifications

- a) **Education:** MBA, Master degree in Business Administration, project management , IT engineering, MIS, economic or any other relevant fields
- b) **Experience:** 3 years of relevant experience at the national or international level in providing Technical 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.