

Please note that this is NOT a UNDP office position.

Vacancy Announcement and Terms of reference for Finance and procurement Expert

GENERAL INFORMATION

Services/Work Description:	Finance and procurement Expert
Project/Program Title and ID:	Conservation of Iranian Wetlands Project – Phase III
Direct Supervisor:	The National Project Manager (NPM)
Duty Station:	Project Central Office
Expected Places of Travel:	Project pilot sites in East and West Azerbaijan, Khuzestan, and Fars provinces, and other localities as required
Duration:	Seven Month – initially on a three-month probationary contract that will be extended upon satisfaction of performance
Tentative Expected Start Date:	Immediately after signing the contract
Project Calendar	According to the official Iranian workdays
Opening Date:	2 May 2023
Closing Date:	9 May 2023

I. BACKGROUND

The Conservation of Iranian Wetlands Project (CIWP), as a joint initiative of the Department of Environment (DOE) and UNDP, has championed the introduction of innovative ecosystem-based approaches for the conservation and management of Iranian wetlands for the benefit of the communities and biodiversity that depend on these remarkable ecosystems. The CIWP formulated a strategy for the period 2015-2019 that focused on providing evidence-based policy arguments and practical solutions to support wiser decision-making in favor of wetlands. The overall goal of this strategy is that the condition of Iranian wetlands is improved in terms of biodiversity and the livelihoods of inhabitants around wetland ecosystems. Shortly before this fresh start, and with the financial contribution from the Government of Japan, a new component for “Modelling Local Community Participation in Restoration of Lake Urmia through the Establishment of Sustainable Agriculture and Biodiversity Conservation” was added to CIWP in 2014 and continued till 2020 in seven phases.

In 2020, based on a new 5-year document, Phase III of the Conservation of Iranian Wetlands Project started. This phase was built upon the successes and experiences of the previous phases of the project, during which the ecosystem-based management approach was introduced and partly implemented for several wetlands.

The **Finance and Procurement Expert** will support the National Project Manager (NPM) for ensuring smooth running of the Project throughout the project financial and procurements implementation and will report to Deputy NPM accordingly. The **Finance and Procurement Expert** will be responsible for ensuring the highest level of budget reports preparation, analyze financial data to identify project financial status, and develop financial models, taking legal limitations into consideration in accordance with CIWP’s annual work plans and strategy.

II. DESCRIPTION OF WORK AND RESPONSIBILITIES

The **Finance and Procurement Expert** is expected to deliver the following specific tasks:

1. To manage all project financial files, documents, records, payments and contracts;
2. To oversee contractual matters of the project so that the best modality of contracts would be issued for all project staff and consultants;
3. To ensure sound consideration and observation of the national and UNDP rules and procedures in all project activities;
4. To prepare project inventory list, conduct regular updates and record tag and logs;
5. To cooperate in project planning and budgeting;
6. To organize procurement processes including preparation and conduct of Request for Quotations (RFQs), receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with national and UNDP(NEX) rules;
7. To ensure proper control of the supporting documents for payments, review of financial reports as per UNDP NEX rules, regulations, policies and strategies, rules and regulations;
8. To organize trainings for the projects staff on finance and procurement procedures;
9. To conduct timely review of cash position for local accounts to ensure sufficient funds on hand for disbursements. Timely identification and recording of receipts for income application;
10. To Work closely with project staff members, UNDP and consultants (i.e. national and international) to facilitate fulfillment of the project objectives;
11. To prepare and conduct contracts, related lists and records;
12. To implement any requests from NPM.

III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the supervision of National Project Manager, the **Finance and Procurement Expert** will report to project partners. The project staff will provide technical content to the **Finance and Procurement Expert**. He/she will regularly hold coordination meetings with UNDP's experts to ensure the project's payments flow.

IV. OUTPUTS/DELIVERABLES

The incumbent is expected to achieve outputs/deliverables as per the following table – inter alia:

Outputs/Deliverables	Frequency
Completed vendor forms	As and when required
Formed contracts	As and when required
Financial reports (all types)	As and when required
Self-Assessment Forms	Six-monthly
Settlement certificates	As and when required
Project inventory list and tag and logs list	As and when required

V. TIMING, DURATION, AND DUTY STATION

The contract duration are 7 Month and the **Finance and Procurement Expert** will be given a three-month probationary contract that will be extended upon the satisfaction of both sides. He/she will be based at the Project Central Office at the Department of Environment (Tehran) and travel (if necessary) to the project pilot sites.

VI. QUALIFICATIONS AND REQUIREMENTS

1. Preferably university degree in Accounting, Administration, or general services (or any other directly related fields);
2. At least 5 years of relevant work experience;
3. Solid experience in fields related to the assignment;
4. Excellent interpersonal, communication, networking, negotiation skills and familiarity with facilitation skills and participatory approaches;
5. Proficiency in English and Farsi (both verbal and written);
6. Basic knowledge of organizational policies/regulations and procedures relating to the position;
7. Ability and willingness to travel and conduct field visits;
8. Ability and previous record of producing high-quality and high-impact reports with close attention to accuracy and details;
9. Demonstrated skills in the MS Office suite (Word, Excel, PowerPoint, Outlook), internet use.;
10. Working knowledge of project management, Result-based Management approach, and contract management.

VII. HOW TO APPLY AND DOCUMENTS TO BE SUBMITTED

Interested applicants are requested to submit their CV along with their cover letter [in English only] via email to ciwp.vacancy@gmail.com using this pattern to title their email in the subject field: "CIWP/III-Finance-first name-last name", e.g., "CIWP/III-Finance-Reza-Akbari".

Mehri AsnaAshari

National Project Manager

