



Please note that this vacancy is not a UNDP office position. This is a NIM project jointly implemented by UNDP and Department of Environment.

Conservation of Iranian Wetlands Project (CIWP)

Vacancy for Finance Expert

BACKGROUND

The Conservation of Iranian Wetlands Project (CIWP) as a joint initiative of 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. However, these wetlands continue to be seriously threatened by the combined impacts of upstream water infra-structure developments, non-sustainable agricultural practices and climate change. These impacts have severe consequences for wetland-dependent communities and biodiversity, and have reached a critical situation for some wetlands. Recent environmental crises in Iran have brought the conservation of wetland ecosystems to the highest attention of project stakeholders because of the consequences for human security. The CIWP formulated a strategy for 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 livelihoods of inhabitants around wetland ecosystems. Its specific objective is that the contribution of wetlands to sustainable development is valued, and their restoration and conservation are guaranteed. 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 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 (CIWP) started. This phase was built on the successes of the previous phases of the project since 2005 during which the ecosystem-based management approach was introduced and partly implemented for several wetlands. Valuable achievements of the project during previous phases include preparation of Integrated Management Plans for wetlands and establishment of the implementation structures, strengthening the wetland related legislations, laws and capacities at national level, awareness raising of the stakeholders and the public on the values of the wetlands. The strategic components selected for the implementation of the project for sustaining the conservation of the wetlands and livelihood of the surrounding population are: 1) Iran's wetlands are better managed through mainstreaming the ecosystem approach and applying effective tools; 2) The management of land, water and biodiversity in wetland basins is sustainable and adapted to climate change, enhancing local community livelihoods and wellbeing; and 3) Iran's wetlands are in better condition due to increased public awareness and participation, enhanced collaboration, knowledge and sharing of innovative national and international technologies and practices.



Description of work responsibilities

The Finance Expert will support the NPM and Finance Senior Expert in ensuring smooth running of the Project Central Office (PCO). The Project Expert will help to ensure the highest level of operational and quality standards in the PCO/Tehran.

The Finance Expert will assist NPM and Finance Senior Expert through implementing of the following main responsibilities:

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 and records tag and logs.
5. To cooperate in project planning and budgeting as well as assistance in implementation of economic related tasks (business planning, Payment for ecosystem services).
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 fulfilment of the project objectives.
11. To implement any requests from NPM and Finance Senior Expert.

Timing, duration and duty stations

The Project Finance Expert will be given a 3-month trial contract which will be extended upon the satisfaction of both sides. S/he will be based at the project office in Tehran with periodic visits to the project sites. The contract will be subject to annual extension based on satisfactory results of performance review.

Qualifications

- Preferably university degree in Accounting, Administration, or general services (or any other directly related fields);
- At least 3 years of relevant work experience
- solid experience in fields related to the assignment;
- excellent inter-personal, communication, networking and negotiating skills;
- English language proficiency: working knowledge
- Ability and willingness to travel, and;
- Demonstrated skills in office computer use - word processing, spreadsheets and databases.
- Experience in fund raising is an asset



Interested applicants should send their application together with their Curriculum Vitae to:

CIWP office, Deputy of Marine Environment and Wetlands, Department of Environment,
Pardisan Eco-Park, Hakim Highway, Tehran, Iran

Or by e-mail to:

ciwp.vacancy@gmail.com Or by Fax

to: +98(21)88241658

Closing Date: 6. July .2021

Please take note that the vacancy notice title (Senior CEPA Expert) must be referred to in your email subject.

Mehri Asnaashari
National project Manager



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