

ANNEX I : Terms of Reference

FINANCE AND ADMIN OFFICER

JOB TITLE: Project Officer, full time position
REPORTS TO: Head of Finance and Administration (HFA)

SCOPE of POSITION/ JOB RESPONSIBILITIES

To support Project Managers and HFA on respective needs on the day to day administrative and financial management of projects.

The Finance and Admin Officer will be responsible for the following duties:

BUDGET AND FINANCE

Assist in the preparation and review of financial reports and yearly budget plans requirements. Consolidate budget/work program with respect to the projects' approved budget, grants and procurement plans.

Monitor expenditures and compare with approved budget; prepare adjustments as necessary. Assist managers in the elaboration of resource requirements for budget submissions.

Assist in preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures. Prepare or customize financial reports from system-based generated reports.

Co-ordinates with other finance and accounting staff on related issues during preparation of budget reports.

PROCUREMENT AND CONTRACT ADMINISTRATION

Assist with administrative requirements for Procurements for works and services as per the internal rules and procedures in collaboration with the project officer/manager in charge, the legal advisor and the HFA.

Drafting and monitoring contracts with external contractors for outsourced services. Monitor the contractors' invoices against the goods and services provided and approved by GWP-Med. Prepare and monitor payments of contractors' invoices. Prepare and process all GWP-Med forms and related requirements.

PROJECT ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT

Respond to enquiries and provides information and advice to project staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements ensuring consistency in the application of GWP-Med rules and procedures.

Oversee the maintenance of vacancy announcement files and keep track of status of vacancy announcements. Review and processes project personnel timesheets.

Monitor project staff time and prepare relevant statistical data/charts.

GENERAL ADMINISTRATION

Draft routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters. Perform other related administrative duties, as required (e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating seminars, conferences and translations).

COMPETENCIES

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., budget/work program, human resources, database management, etc. Shows pride in work and in achievements; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

EDUCATION

University degree or similar further education in finance or business administration.

WORK EXPERIENCE

A minimum of five years of experience in administrative services, finance, accounting, audit, human resources or related area.

Working experience with, E.R.P software, developing countries in the Mediterranean region and in SEE or an international environment and in financial management of EU and other internationally funded projects, is considered an asset.

LANGUAGES

Fluency in oral and written English is required. Knowledge of French is an advantage.