

TERMS OF REFERENCE

<u>Title:</u>	<i>Project Administrative Assistant cum Accountant</i>
<u>Duty Station:</u>	Hanoi with national business trips if required MOC Project office 37 Le Dai Hanh, Hai Ba Trung, Ha Noi
<u>Duration of Assignment:</u>	12 working months (full-time) with possible of extension
<u>Expected starting date:</u>	May 2016
<u>Direct Supervisor:</u>	National Project Manager (NPM)
<u>Project ID and titles:</u>	Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam

1. Background

The Ministry of Construction (MOC) is implementing a UNDP- GEF funded project entitled “Energy Efficiency Improvement in Commercial and High-Rise Residential Buildings in Viet Nam” from 2016 to 2019. The objective of this proposed Project is to mitigate carbon emissions through improvement of the energy utilization performance of commercial and high-rise residential buildings. The project aims to make significant contributions to the enforcement of Energy Efficiency and Conservation (EE&C) Law in the construction sector, strengthen capacity in enforcing EEBC and promote energy efficient use in construction projects.

The Project Administrative Assistant cum Accountant will work for the Project Management Unit (PMU) at the MOC

2. Objectives:

The incumbent will report to the National Project Manager and provide administration and financial assistance to the PMU along with the overall implementation of the project.

3. Expected outputs:

- Administrative systems and procedures established and operated as required;
- Project reports and meeting minutes (i.e. workshops, meetings, etc.) in English and Vietnamese;
- Database of project partners (i.e. government, development partners) established and updated;
- Financial documents (bank transfer, balance sheet accounts, etc.) maintained and recorded;
- Project financial reports (quarterly, annually and terminal report; cash transactions) submitted to PMU, MOC and UNDP;
- The itemized project work plans (Annual and Quarterly Work plans) and supporting documents prepared and submitted for approval;

- Other administrative supports to smoothly implement project activities and improve expected outputs in line with UNDP and Government project's financial regulation and management;

4. Scope of work:

The incumbent will work at the Project Office at MOC in Hanoi and have the following specific responsibilities/duties:

Accountant tasks:

1. Participate in preparation of project work plans and reports
2. Prepare quarterly advance requests to obtain advance funds from UNDP in the format applicable;
3. Assist the NPD in project budget monitoring and project budget revision;
4. Set up accounting system, including reporting forms and filling system for the project, in accordance with the project document and the NIM and ODA procedures;
5. Maintain petty cash transactions, review and update record of petty cash. including receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
6. Prepare cheques and withdraw money from the bank;
7. Prepare project financial reports and submit to NPD for clearance and submit to UNDP as required;
8. Enter financial transactions into the computerized accounting system;
9. Reconcile all balance sheet accounts and keep a file of all completed reconciliation;
10. Check and ensure that all expenditures of projects are in accordance with NIM and ODA procedures. This includes ensuring receipts to be obtained for all payments;
11. Check budget lines to ensure the correct follow of all booked transactions Follow up bank transfers, including preparing the bank transfer requests, submitting to the bank and keeping track of the transfers;
12. Continuously improve project systems & procedures to enhance internal controls to satisfy audit requirements;
13. Prepare monthly bank reconciliation statement, including computation of interests gained to be included into reports;
14. Maintain the inventory file to support purchases of all equipment/assets;
15. Prepare financial reports as required under HPPMG and ODA regulations;

Administration tasks:

16. Provide overall administration services of the Project and accounting such as processing payments;
17. Provide information to UNDP Project web.
18. Assist the NPD in establishing the administrative systems and procedures and carry out various administrative activities; be responsible in filing documents and maintaining office equipment in accordance with the project document and the NIM procedures;

19. Maintain an active file of all personnel, consultants under the project;
20. Undertake preparation for project events, including workshops, meetings (monthly, quarterly and annual), study tours, trainings, etc. This also includes preparation of background materials for use in discussions and briefing sessions on the Project's matter;
21. Assist in providing logistical arrangements. This includes providing assistance for visa, transportations, hotel bookings for projects staff, consultants and invited guests coming for the Project's activities;
22. Arrange meetings, mission schedules, transportation, receive and guide visitors, provide them with necessary logistical and administrative support;
23. Contact Government officials and donor/UNDP on the Project and administrative matters and convey messages and documents for review and approval;
24. Assist with the Project's communication activities as required;
25. Be responsible for preparation work and procurement of office equipment, stationeries and support facilities as required;
26. Regularly update the contacts of the Project's partners, Government officials and donor/UNDP working in the construction sector;
27. Undertake other appropriate tasks as assigned by the NPD or related officials;

28. Undertake other relevant matters assigned by the NPD;

Other works related to UNDP and Government project financial regulation and management as assigned by project NPD. Other administrative works related to project implementation.

5. Qualifications and requirements:

- University degree in Accounting and Finance or economic related fields with additional degrees in English will be an advantage
- Have at least 3 years of relevant working experience with foreign aided projects or international development or organizations;
- Strong organizational skills and understanding of administrative procedures;
- Reporting and minutes writing skills;
- Basic knowledge in procurement, petty cash handling, logistics supports, and filing systems is a basic requirement;
- Knowledge of UNDP project implementation procedures, including procurement, disbursements, and reporting and monitoring is preferable
- Sound knowledge of administrative procedures of the Government;
- Ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside the organization;
- Advanced computer skills (Word; Excel; Outlook Express; PowerPoint; etc.); Diploma in computer/secretarial science is desirable but not essential.
- Good interpersonal and communication skills, both verbal and written;
- Fluent Vietnamese and Excellent English skills (having interpreting experience will be a priority)