



Terms of Reference for Key Project Staff
Increasing Climate Change Resilience of Maldives through
Adaptation in the Tourism Sector



Administrative & Finance Assistant (1 Year with possibility of extension up to the end of project)

The Administrative & Finance Assistant will undertake administration of the day-to-day operations of the project office and be responsible for the reporting of project financing. The position will report to the National Project Manager.

Responsibilities

- a) Set up and maintain all files and records of the project in both electronic and hard copies
- b) Collect project related information and data
- c) Administer Project Board meetings in coordination with the National Project Director
- d) Establish document control procedures
- e) Compile, copy and distribute all project reports
- f) Provide logistical support to the National Project Manager and national/international consultants in organising training events, workshops, and seminars
- g) Assist international, short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders, and booking hotel accommodations
- h) Prepare monthly leave records for the project staff and long-term national/international consultants
- i) Draft necessary correspondence with local and international agencies and stakeholders
- j) Standardize the finance and accounting systems of the project while maintaining compatibility with UNDP financial and accounting procedures
- k) Prepare budget revisions of the projects based on the Combined Delivery Reports (CDRs)
- l) Assist in the preparation of the Annual Work Plan (AWP)
- m) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources.
- n) Prepare financial status reports, progress reports and other required financial reports
- o) Process all types of payment requests for settlement purpose including quarterly advances to the partners
- p) Prepare periodic accounting records by recording receipts and disbursements (ledgers, cash books, vouchers, etc.) and reconciling data for recurring or financial special reports and assist in preparation of annual procurement plan
- q) Undertake project financial closure formalities including submission of terminal reports, transfer and disposal of equipment, processing of semi-final and final revisions, and support professional staff in preparing the terminal assessment reports
- r) Prepare financial reports and documents as per specified formats, project, or programme plans and general reference documents as well as general administrative/financial or specialised tasks related to the project which may be of a confidential nature within the assigned area of responsibility
- s) Assist in the timely issuance of contracts and assurance of other eligible entitlements of the projects personnel, experts, and consultants by preparing annual recruitment plans
- t) Provide substantive support to the National Project Manager for overall implementation
- u) Prepare and update inventories of expendable and non-expendable project equipment





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Qualifications/ Requirements

- a) Undergraduate Degree in Commerce, Business Management, or other relevant discipline
- b) At least 2 years of relevant administrative, financial or program experience at the national or international level
- c) Strong understanding of budgeting and the UN/GoM accounting system—candidates familiar with UNDP administrative, program, and financial procedures preferred
- d) Previous experience in UN-led projects will be an added advantage
- e) Ability to use MS Office packages under the Windows XP Professional environment, particularly word processing and spreadsheets (MS Word, Excel, etc.)
- f) Initiative, sound judgment, and capacity to work independently
- g) Excellent inter-personal and communication skills
- h) Proficient verbal and written English and Dhivehi skills
- i) Knowledge of database packages and web-based management systems will be an added advantage

Probation Period

- The candidates selected for the above stated posts will be contracted for one year with possibility of extension up to the end of project based on performance.
- A probation period of three (3) months will apply from the date of initial contract.

