



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

(1) Administrative & Finance Assistant (1 Year)

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

1. Administration & Records

- a) Set up and maintain all files and records of the project in both electronic and hard copies
- b) Arrange Project meetings in coordination with the National Project Director and draft minutes of meetings.
- c) Establish document control procedures
- d) Provide logistical support to the National Project Manager and national/international consultants in organising training events, workshops, and seminars
- e) Prepare monthly attendance records for the project staff and long-term national/international consultants
- f) Draft necessary correspondence with local and international agencies and stakeholders
- g) Prepare and update inventories of expendable and non-expendable project materials & equipment

2. Project Financials

- a) Process all types of payment requests for settlement purpose including quarterly advances to the partners
- b) 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
- c) Prepare budget revisions of the projects based on the Combined Delivery Reports (CDRs)
- d) Comply and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenditures from readily available information sources.
- e) Prepare financial status reports, progress reports and other required financial reports
- f) 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
- g) 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

3. Consultancies & Contracts

- a) 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
- b) Assist international, short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders and booking hotel accommodations.

4. Project tasks

- a) Compile, copy and distribute all project reports
- b) Collect project related information and data
- c) Assist in the preparation of the Annual Work Plan (AWP)
- d) Facilitate and assist in maintaining TAP grant projects records and participation in monitoring field visits.
- e) Provide substantive support to the National Project Manager for overall implementation

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) Knowledge of database packages and web-based management systems
- h) Excellent inter-personal and communication skills
- i) Proficient verbal and written English and Dhivehi skills

Probation Period

- The candidates selected for the above stated posts will be contracted annually for the project period. Annual contracts will be renewed based on performance.
- A probation period of three (3) months will apply from the date of initial contract.