

## TERMS OF REFERENCE

Ref: UN-HABITAT/VA/2020/004

Issued on: 6 August, 2020

<b>Job Title</b>	Administration & Finance Officer
<b>Project</b>	Myanmar Climate Change Alliance II
<b>Location</b>	Nay Pyi Taw
<b>Duration</b>	02 months (extendable subsequently)
<b>Starting date</b>	As soon as possible
<b>Type of Contract</b>	LICA
<b>No. of Position/s</b>	1

**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

### **BACKGROUND**

UN-Habitat, the United Nations Human Settlements Programme, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. It is the focal point for all urbanization and human settlement matters within the UN system.

UN-Habitat has had a presence in Myanmar since the early 1990s and re-established a country office in 2008 and is supporting the Government of Myanmar (in Yangon) in Humanitarian, Development and Peace Building through its programme of support in the areas of Urban Planning and Management, Community Driven Development and Recovery, Environment, DRR and Climate Change, Solid Waste Management and Pro-poor Housing & land.use It works in collaboration with the Government Entities, UN agencies, NGOs, private sector, professional & academic institutions, media and civil society organizations.

Under the Global Climate Change Alliance initiative of European Union (EU), the Myanmar Climate Change Alliance (MCCA) was launched in 2013 and is jointly implemented by the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Environment Programme (UNEP) in close collaboration with Ministry of Natural Resources and Environmental Conservation (MoNREC). MCCA supported Government of Myanmar to formulate Myanmar Climate Change Policy, Myanmar Climate Change Strategy and Master Plan (2018-2030) prioritizing six sectors most impacted by climate change in Myanmar. Myanmar climate change policy, strategy and master plan are formally adopted by the Government of Myanmar as its key policy instrument. MCCA also developed local adaptation planning process and piloted in 03 townships in Myanmar.

Under the 2<sup>nd</sup> phase of Myanmar Climate Change Alliance programme funded by EU, MCCA will support implementing the Myanmar climate change policy, strategy and master plan

(2018-2030). MCCA phase 2 will provide in depth support to 3 selected sectors and put more emphasis on strengthening capacity of relevant government stakeholders/institutions on mainstream climate change into their sector planning, budgeting and implementation process. MCCA2 will also scale up local adaptation and mitigation planning and implementation in 8 townships in Myanmar.

The expected results under the 2nd phase of the MCCA programme are:

- 1) Enhanced institutional capacities to create and maximise low carbon, climate resilient development action
- 2) Resilience at local level is built especially through women's group and youth participation
- 3) Improved climate sector dialogue through knowledge generation, awareness raising and communication

Result 2 is particularly important at local level to enhance the resilience of communities, directly impacted by the adverse effects of climate change. 8 townships will be selected to identify climate change issues at local level and implement the climate adaptation and mitigation actions in close coordination and participation of local communities and government stakeholders. In these townships UN-Habitat will deliver Community Based Contracts for adaptive measures, which require intense follow-up and monitoring, as well as other activities.

To support the project in delivering all activities at national and field level, through smooth, transparent and rigorous finance and administration, UN-Habitat (in cooperation with UNEP, under MCCA2 and MoNREC) recruits one **Administration & Finance Officer to be based in Nay Pyi Taw under the Joint Programme Management Unit (JPMU) of MCCA2**. While this position is based in NayPyiTaw, officer will need to travel to township offices sometimes to support their functioning.

## **DUTIES AND RESPONSIBILITIES**

Under the direct guidance and supervision UN-Habitat, Myanmar Administration and Finance Unit Head and of day to day supervision of the MCCA2 Team Leader, and in close coordination with staff from UNEP regional office in Bangkok, Admin & Finance Officer will work disciplinarily under the Country Programme Manager of UN-Habitat, Myanmar and serves as the focal point for all administration and financial matters required for the programme implementation. The incumbent will perform the following duties:

### **1. Perform all tasks oriented to provide rigorous and timely financial support for the MCCA2 implementation as follows:**

- i. Work closely with UN-Habitat country office, to ensure financial resources are planned, acquired, expenditures are managed and recorded correctly as per the UN regulations and procedures.
- ii. Work closely with the UNEP Regional Office for Asia Pacific, ensure that financial resources for the programme implementation of UNEP led activities are planned timely, acquired, so that overall programme implementation move ahead smoothly as planned.

- iii. Work collaboratively with the MCCA2 programme Monitoring, Evaluation and Communication Officer to prepare monthly progress and financial reports which are to be submitted to MoNREC.
- iv. Work collaboratively with Monitoring, Evaluation and Communication Officer, under the guidance of the MCCA2 Team Leader, to prepare all necessary reports to the donor.
- v. Maintain proper record of project expenditure and supporting documents.
- vi. Check and verify the details in cash books prepared by field offices.
- vii. Provide technical support to programme staff and field staff to assist with the monitoring and review of financial and procurement reports for locations budget and expenditure

**2. Lead all administrative tasks required to implement MCCA2, as follows:**

- i. Support team leader and other MCCA2 staffs and collaborate with the National Programme Coordinator, Project officer and the M&E specialist in all concerning meeting organization, travel requirements, and other administrative and logistic matters, as required.
- ii. Liaise with government counterpart (MoNREC) and other Ministries as required on all administrative matters relating to the implementation of the MCCA Programme
- iii. Support in arranging workshops, conferences and other events that will take place in implementing the MCCA programme
- iv. Support staff from UN-Habitat ROAP, Bangkok Office and UNEP ROAP when they undertake missions on the MCCA programme.
- v. Prepare necessary documentation to support contracting and administration of short-term national and international consultants who will periodically work with the programme.
- vi. Create and maintain a filing system, paper records of project implementation, including, *inter alia*, an asset inventory.
- vii. Manage operation of office vehicle and ensure all have safe running conditions under proper maintenance.
- viii. Ensure that office hardware is kept in working order.
- ix. Other tasks as necessary in support of Team Leader and other staff of MCCA2
- x. Under the guidance of the Team Leader, organize and convene meetings of the Programme Steering Committee (PSC) and the Climate Change Technical Working Group (TWG).
- xi. Initiate and follow up visa application process for expatriate of MCCA2
- xii. Supervise other administrative and finance staffs, drivers, clerks and guards in MCCA2 office and maintain attendance sheet, leave records etc. for all staffs
- xiii. Perform other duties as required and assigned by the Team Leader

## **QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's degree in Business administration, Finance, Accounting, management or similar/related discipline is a requirement. A master's degree in the similar discipline is desirable.
- A minimum of 5 years of progressively responsible experiences in programme administration and financial resources planning, management, reporting is required.
- In lieu of a minimum of 5 years of progressively responsible experiences in project and programme monitoring and evaluation, a higher degree with 3 years of relevant experience is required.
- Working knowledge of Myanmar's Government structures, Ministerial and departmental units and experience of working with ministry staff is desirable.
- A working knowledge of climate change and environmental issues would be preferable.
- Experience and knowledge of UN project management systems is preferred, and knowledge and experience of working with development partners, donor agencies or INGOs is an advantage.
- Excellent documentation and report writing skills in English and Myanmar language is an advantage.

## **COMPETENCIES**

**Professionalism:** Knowledge and understanding of approaches relevant to monitoring and evaluation of programmes. **Teamwork:** Works collaboratively and collectively with colleagues to achieve organizational goals. **Communication:** Speaks and writes clearly and effectively, listens to others, clearly interprets messages, openness in sharing information and keep people informed. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies, identifies and adjusts priorities, time management, makes contingencies while planning. **Technological Awareness:** Keeps abreast of available technology, understands applicability and limitations of technology and show

## **SUBMISSION OF APPLICATIONS**

The application comprises a one-page cover letter explaining the applicant's interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P11) and copy of certificates and a letter of recommendation.

Interested candidates (Myanmar Nationals) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat Office, No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: "Post Title and Duty Station" to: Email: [recruitment@unhabitat.org.mm](mailto:recruitment@unhabitat.org.mm), Cc to: [recruitment.unhabitat@gmail.com](mailto:recruitment.unhabitat@gmail.com)

Please note that applications received after the closing date **21 August 2020** will not be given consideration for this cycle but will be kept in records. Only shortlisted candidate whose application responds to the evaluation criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Successful candidate may be required to work from home town in the start of the project. Onboarding at the duty station will be decided based on the pandemic situation in the country.

Please download P11 Form from:

[http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal\\_History\\_P11.doc](http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc)