## I. POSITION INFORMATION

<table>
<thead>
<tr>
<th>Project name</th>
<th>Gender Based Violence in Emergency (GBViE)</th>
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<tbody>
<tr>
<td>Post Title</td>
<td>Humanitarian Finance and Admin Officer</td>
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<tr>
<td>Number of Position</td>
<td>01</td>
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<tr>
<td>Type of Contract</td>
<td>Service Contract (National)</td>
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<tr>
<td>Post Level/Grade</td>
<td>SB 4</td>
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<tr>
<td>Duty station</td>
<td>Cox's Bazar</td>
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<tr>
<td>Duration of contact</td>
<td>12 months (subject to availability of fund and necessary approval of the project)</td>
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| Starting date       |                                             |
| Source of Funding   |                                             |

## II. ORGANIZATIONAL CONTEXT

Under the overall guidance of the UNFPA Operations Manager and direct supervision of the Finance Analyst, the Humanitarian Finance and Admin Officer ensures the effective functioning of financial operations and systems in support of the programme and office management at the project level. He/She works closely with Cox’s Bazar Field Office team, Programme Associate - Gender Based Violence in Emergency (GBViE) Programme, NGO and government counterparts and provides financial advice and monitoring. He/she also does project expenditure analysis and advises on expenditure trends and implementation rates.

## III. FUNCTIONS/KEY RESULTS EXPECTED

### Summary of the Key Functions

1. Represent UNFPA in different forums regarding humanitarian activities
2. Advisory support to different project personnel
3. Financial management and monitoring of both development and humanitarian projects
4. Administrative Support
5. Assistance in monthly, quarterly, year-end closure process
6. Provide Admin, logistics and other support of the implementation of humanitarian response
7. Any others responsibility assigned by the supervisor or CMT

#### 1. Advisory support to different project personnel

- Advise and support project personnel in different projects and Country offices on programme budget reallocations and chart of accounts coding, accounting, policy interpretation, application of financial regulations and rules and other financial matters including GBViE projects.
- Assist programme in preparation of the Work Plan and Budget.
- Develop an expert understanding of UNFPA regulations, rules, policies and procedures in order to be able to provide integral monitoring, advice and support to the development and humanitarian projects.
2. Financial management and monitoring of accounts

- Provide monitoring and implementation report on a regular basis for the humanitarian activities implanted in Cox’s Bazar district.
- Analyze and monitor OFA balance and Expenditure (Certificates of Expenditure)
- Maintain financial records of the project.
- Facilitate in the annual Audit conducted by FAPAD and during the implementation of the audit recommendations. Follow up on the implementation of the recommended actions.
- Ensure accuracy, coding and prompt settlement by projects in quarterly advances.
- Review accounting transactions to ensure compliance with policies and procedures.
- Conduct regular monitoring of financial records of GBViE Implementing Partners (IP) and support them to maintain the accuracy of the financial records.
- Support Country Office (CO) to undertake spot check of regular and emergency projects.
- Assist GBViE IPs to submit FACE on time with quality.
- Assist GBV Cluster Coordinator and team to execute program under UNFPA’s direct execution (DEX).
- Show attention to detail in checking and processing financial data relating to vouchers, payment requests, etc., identifying and following up on errors and gaps of the development and humanitarian projects.
- Provide support to GBViE Programme Associate to organize any meeting/event in office/outside office.

3. Administrative Support

- Adapt processes and procedures, anticipates and manages operational requirements of programme/project inputs under national execution in terms of personnel, sub-contracts, equipment and other programme and project related events to facilitate programme/project delivery including GBViE programs.
- Assist in preparing and monitors the administrative budget at project level and ensures financial transactions are in accordance with UNFPA financial rules and procedures. Assists concerned programme staff/personnel in responding to audit issues.
- Review and prepares material for common system activities relating to common services and premises, cost recovery, security etc and represents UNFPA in related to inter-agency.
- Support GBViE Programme Associate to ensure the quality of the administrative work related to GBViE. Meetings and working groups in the absence of supervisor.
- Does Inventory management, Vehicle management, supervise the driver and store management of concerned project(s).
- Actively engage in emergency procurement for GBViE and SRHR projects.
- Receive of the consignments such as Dignity Kits at the distribution point and maintain the challans/related documents as required.

4. Assistance in monthly, quarterly, year-end closure process

Assistance with monthly, quarterly, year-end closure process and prepare financial analysis, schedules and statements as requested including other statutory reports and prepare financial analysis as requested of regular and emergency projects.
- Promote continuous improvement and harmonization of business processes.
- Complete mandatory courses at UNFPA (e.g. Ethics etc) and courses having a direct impact on day-to-day work (e.g. IPSAS). Encourage taking other courses for continuing professional development.
- Perform activities that may be assigned from time to time to ensure the success of the working team.
- Any other activities as assigned by UNFPA Country office management.

**IMPACT OF RESULTS/ DELIVERABLES**

- Smooth operations of Cox’s Bazar FO by providing administrative & financial management support.
- Smooth implementation of all projects and programmes in Cox’s Bazar district including emergency and humanitarian responses by providing financial management and administrative services.
- Monitoring of all projects and programmes in Cox’s Bazar district on a timely manner.
- Providing timely reports on the project/programme implementation to concerned cluster as well as operations team at CO.
- Managing distribution of dignity & RH kits in the Cox’s Bazar district.
- Train, interpret and orient different stakeholders regarding UNFPA’s policies, guidelines and regulations for the implementation of project/programme in Cox’s Bazar district.

**V. COMPETENCIES AND CRITICAL SUCCESS FACTORS**

**Corporate Competencies:**
- Demonstrates integrity by modeling the UN’s values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results in orientation (UNFPA core ethics) and impartiality
- Professionalism and commitment to achieve results
- Promotes the vision, mission and strategic goals of UNFPA
- Displays culture, gender, religion, race, nationality, age sensibility, and adaptability

**Development and Operational Effectiveness**
- Builds strong relationships with colleagues and stakeholders
- Ability to work with government officials, technical specialists, programme colleagues, GBV Cluster and Senior Management of UNFPA
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong organisational and self-management skills
- Sensitivity to policy environment and ability to find creative solutions when problems arise
- Ability to plan and organize work accordingly

**Communication and Negotiation**
- Strong negotiation and persuasion skills
- Ability to persuade others through cogent and clear arguments

**Behavioural Competencies**
- Understanding of and focus on impact and achieving results for the direct beneficiaries
- Focuses on result and responds positively to feedback
- Proactive attitude to work
- Ability to work independently and as an integral part of a team to deliver results
- Ability to think quickly and improvise when necessary
- Demonstrates openness to change and ability to manage complexities

### VI. RECRUITMENT QUALIFICATIONS

**Education:** Master’s degree in business Administration, finance, accounting related field.

**Knowledge and Experience:**
- 3+ years of relevant professional experience in the public or private sector and total professional experience 5+ years.
- Fluency in oral and written English and Bangla.
- Experience in the usage of computers and office software packages (MS word, Excel, etc), experience in handling of web based management systems

### VII. SIGNATURES - JOB DESCRIPTION CERTIFICATION

**Incumbent (if applicable)**

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**Requested by (Supervisor)**

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**Cleared by:**
(OM)

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**Approved by:**
(Representative)

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