



## UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

### I. Position Information

Job Code Title: Sr. Finance/Admin Assistant  
Department: CDC/HIV Office  
Reports to: Project Coordinator  
Activity Code:  
Type of Contract: UNDP Service Contract

Current Grade:  
Approved Grade: SC6  
Position Classified by: HRU/UNDP

### II. Organizational Context

Under the guidance and direct supervision of the Project Coordinator/Focal Point (SSR), the Sr. F/A Assistant supports the team with operational services performing a variety of standard administrative and financial tasks ensuring high quality and accuracy of work. The Sr. F/A Assistant promotes a client, quality and results-oriented approach.

The Sr. F/A Assistant works in close collaboration with the Operations, Programme and projects staff in SR and UNDP to exchange information and ensure consistent service delivery.

### III. Functions / Key Results Expected

- Actively prepare and present quarterly, and if required monthly, inventory reports to the direct supervisor,
- Undertake periodic field visits to verify and ensure that proper asset management procedures are in place and adhered to as per GFATM/UNDP requirements and report accordingly to the direct supervisor,
- Undertakes regular ad hoc visits to warehouses and distribution points and reports accordingly.
- To establish, maintain and certify a Vehicle Log to ensure proper use and maintenance/insurance of GF funded vehicles,
- Effectively and efficiently coordinate transportation and manage the Driver's day to day tasks to ensure all the needs are met,
- Prompt reporting and investigation of cases of vehicle accidents, damage, loss or theft of items; update and maintenance of vehicle history report.
- To organize and coordinate custom clearance and other government formalities as required.
- Assist project staff on basic financial procedures and requirements related to accounting and finance,
- To compile all financial information from project sites and implementing partners into the final report.
- To ensure that financial information is presented in the formats required by the relevant funding body.
- Certify Financial Invoices presented by suppliers of goods/services,

- Provide expenditure details on misc. expenses incurred by the SR and provide appropriate supporting documentation.
- Presentation of researched information for planning and status of financial resources
- Proper control of the supporting documents for payments and financial reports
- Timely corrective actions and timely response to PR requests to resolve financial data issues.
- Organization of trainings for the projects staff on Finance.
- Synthesis of lessons learnt and best practices in Finance.
- Coordination of travel arrangements
- Support the procurement processes as and when necessary.
- Organization of workshops, conferences, retreats

#### IV. Impact of Results

The key results have an impact on the efficiency of the unit. Accurate presentation of information strengthens the capacity of the office and promotes the image of project as an effective contributor to the development of the country.

#### V. Competencies

##### Corporate Competencies:

- Demonstrates commitment to GF's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### Functional Competencies

##### Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills

##### Development and Operational Effectiveness

- Ability to perform a variety of standard tasks related to contract, asset and procurement management, including screening, collecting and preparation of documentation, data processing, preliminary bids evaluation, filing, provision of information, control of assets
- Good knowledge of financial rules and regulations
- Strong IT skills
- Ability to provide input to business processes re-engineering, implementation of new system

##### Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

#### VI. Recruitment Qualifications

Education:	Secondary Education with specialized certification in Accounting and Finance. University Degree in Business or Public Administration desirable, but it is not a requirement.
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Experience:	3 to 5 years of relevant finance and admin experience at the national or international level is required. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.
Language Requirements:	Fluency in Farsi and English, both written and spoken.

<b>VII. Signatures- Post Description Certification</b>		
Incumbent <i>(if applicable)</i> Name	Signature	Date
Supervisor Name / Title	Signature	Date
Chief Division/Section Name / Title	Signature	Date

**Endorsed by:**

*Elzira Sagynbaeva*  
*Deputy Resident Representative* .....

*Dr. Mohamad Mehdi Gouya*  
*General Director, CDC* .....

*Dr. Marzieh Farnia*  
*General Director, Health & Treatment Bureau* .....

*Dr. Hassan Ziaodini*  
*General Director, Health & Nutrition Bureau* .....

*Hedieh Khaneghahpanah*  
*Project Manager, HIV/AIDS* .....

*Dr. Mansour Ranjbar*  
*Project Manager, Malaria* .....

*Dr. Ahmad Danesh*  
*Project Manager, TB* .....

*UNDP Iran*