**TERMS OF REFERENCE**

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| ORGANIZATIONAL LOCATION: | Project Management Unit (PMU) for HREMRD Project |
| DUTY STATION: | Hanoi, Viet Nam |
| FUNCTIONAL TITLE: | Finance and Administration Officer |
| DURATION: |  |
| PAYMENT | Monthly payment |

# Project Background

The project “Enhancing the resilience inclusive and sustainable eco-human settlement development through small scale infrastructure interventions in the coastal regions of the Mekong Delta in Viet Nam” is financed by the Adaptation Fund – AF from 2021 to 2024. Aligning with the government’s focus on promoting sustainable eco-human settlement in Viet Nam, this project aims to improve the poor and vulnerable communes that climate change impacts have affected the most. It is structured around the following components:

1. Component 1: Institutional and community capacity building toward eco-human settlement development for supporting enhance local climate response actions
2. Component 2: Action plan and strategy development for eco-human settlement, and integrating into planning and policy with participatory approach
3. Component 3: Sustainability built through small-scale protective infrastructure
4. Component 4: Awareness Raising and Knowledge Management

The project will be executed at three levels: national, provincial (with support from the districts), and commune. At the national level, the overall coordination of the project’s execution will be led by the Ministry of Natural Resources and Environment (MONRE), supported by a Project Management Unit (PMU). The PMU will be the signatory of an Agreement of Cooperation with UN-Habitat to implement all project activities. MONRE will also ensure that the project is timely executed, chair the Project Steering Committee, and coordinate inter-ministerial activities.

# Objectives

The Finance and Administration Officer will work under the direct supervision of the PMU Director and Deputy Director to provide administrative, financial, and logistical support to the project’s execution, in close connection with the Project Chief Accountant and UN-Habitat team.

# Responsibilities

The following specific responsibilities are included in this consultancy:  
**Financial Management**

1. Responsible for procurement activities of the project (e.g., developing budget plans, bidding, purchase orders, obtaining quotes for materials, equipment, and services, etc.) and timely disbursing the fund to service suppliers;
2. Working closely with the PMU and UN-Habitat to ensure the alignment of financial planning, controlling, and fund disbursement with regulations of the Vietnamese government, UN-Habitat and Adaptation Fund;
3. Checking, verifying, and processing financial documentation including orders, invoices, payments, etc., to ensure compliance with Vietnamese law and relevant regulations before releasing any transaction payment and to ensure filing all financial documents for reporting, monitoring and auditing;
4. Maintaining project cash-books and records of all daily financial transactions;
5. Managing project accounts to ensure all transaction activities~~;~~
6. Advising the development of the work plan and ToRs;
7. Preparing periodical Project financial reports to report to the PMU’s Director, Chief Accountant, UN-Habitat, and Vietnamese government entities as required.
8. Preparing the project documents for auditing e.g., financial reports, expenditure supporting documents, bank statements, and liaising with auditors to ensure the project auditing process;

**Administration**

1. Arranging logistics for the project activities, including estimating budgets, settling payment, monitoring expenditures, etc., and ensuring that documents and other materials are available on time and carefully filled;
2. Maintain basic administrative systems, including information resources, general filing, electronic filing, personnel records, contracts and leases, subscriptions, income tax, etc.
3. Perform other tasks as requested by the direct supervisor(s).

# Qualifications

1. Bachelors/ Master’s Degree in Accounting or Finance;
2. Have work experience in finance, administration, and accounting;
3. Competent in working with accounting software, with good knowledge of Microsoft Excel, and Microsoft Word.
4. Knowledge of project procurement, accounting procedures, and protocols in budget administration and financial forecasting, analysis and reporting, working with auditors.
5. Excellent scheduling and organizing skills, proficiency in project management and planning software/systems are a plus
6. Good written and oral communication, presentation, and negotiation skills
7. Fluency in English
8. Flexibility, adaptability, and willingness to take on a wide range of tasks.

# Remuneration

1. Payments will be made monthly over the contractual period.
2. The rate is determined by functions performed and according to the qualifications, skills and relevant experience of the selected candidate based on the most updated UN-EU Guidelines for Financing of Local Costs in Development Co-operation with Viet Nam (UN-EU Cost-norms).