

JOB DESCRIPTION PROJECT/FINANCE ASSISTANT

An Administrative/Finance Assistant (AFA) will provide assistance to the Technical Coordinator (TC) to facilitate smooth implementation of the project. The AFA will be recruited by EMA. Her/his involvement in previous activities under Climate Change is a major precondition. The AFA will work on a full-time basis and perform the following duties:

Duties:

- To assist the Technical Coordinator in managing the project activities.
- Assist the TC in allocation and re-allocation of the project funds and in controlling the project expenditures.
- Assist the TC in preparing a work plan.
- Assist the TC in preparing the quarterly progress reports of the project.
- Assist the TC in the preparation of terms of reference for consultants and maintenance of roster of national consultants
- Arrange purchasing of office equipment for the project purposes on a competitive basis. Maintain inventory of non-expendable equipment.
- Assist the TC in the preparation of relevant procurement documents for the execution of project activities as needed,
- Provide substantial support to the project workshops and training. Attend, whenever possible, regional and international training relevant to climate change.
- Set up and maintain the project filing system.
- Provide general administrative support to project activities.
- Perform other project-related duties as requested by Technical Coordinator.
- Ensure that there is proper accountability of project funds
- Prepare the expenditure statements in line with the UNEP budget code.
- Prepares quarterly financial statement

Qualifications:

- A university degree in accounts, economics or environmental management
- A minimum of 3 years of relevant experience in a field related to climate change
- Work experience with international organizations
- Proficient in the use of Microsoft Office.
- Knowledge of national communications, and of international negotiations and processes under the UNEP, UNFCCC and/or Paris Agreement would be an asset.

Duty Station: The project office will be housed at the offices of EMA.