



Building climate resilience of urban systems through Ecosystem-based Adaptation in the Asia-Pacific region Project (Urban EbA Asia)

TERMS OF REFERENCE (TOR)

I. Position Information

Job Title: **Administration and Financial Officer , AFO (Cambodian)**
 Reports to: **Project Director and National Technical Expert**
 Contract Type: **Contract staff**
 Classified Level: **L-7**
 Location Base: **Department of Climate Change/ Ministry of Environment**
 Duration: **One year with possibility of extension**

II. Organizational Context

Urban communities in the Asia-Pacific region are vulnerable to the present and future effects of climate change that exacerbate environmental pressures. Uncoordinated urban planning and development, poverty and poor waste management are underlying threats that increase the vulnerability of communities in numerous cities across the Asia and the Pacific region to natural disasters – including flooding, landslides and vector- and water-borne diseases. Furthermore, these threats result in environmental degradation and consequently affect the provision of ecosystem goods and services on which urban communities rely.

Building climate resilience of urban systems through Ecosystem-based Adaptation in the Asia-Pacific region (Urban EbA Asia) is a four-year regional GEF-funded project of the Least Developed Countries Fund (LDCF), that will be implemented by UN Environment. The aim of the project is to reduce the vulnerability of poor urban communities in Asia-Pacific Least Developed Countries (LDCs) to climate change impacts using Ecosystem-based Adaptation (EbA), with interventions in selected municipalities in Cambodia, Lao PDR, Bhutan and Myanmar. Each of the four countries will benefit from the regional components that will include institutional strengthening and capacity building of city management authorities in pilot cities to plan and implement urban EbA; and disseminating knowledge and raising public awareness on urban EbA in pilot cities.

In Cambodia, the Kep City will benefit from specific EbA interventions under the second component of the project. Interventions will be implemented to increase the availability of water for local communities in Kep City through the introduction of rainwater harvesting techniques, improved water storage facilities – including wells – and increased public awareness. In addition, improved watershed management including reforestation and the restoration of wetlands and mangroves will prevent soil erosion, buffer the local communities from flooding and enhance agricultural production. The restoration of wetlands and mangroves will also provide a buffer to hard infrastructure, such as sea dykes and waste water treatment facilities and reduce the risk of flooding and saline intrusion of agricultural land. Moreover, increased water storage capacity and improved irrigation systems will benefit households from both a domestic and agricultural perspective. Urban agriculture will be supported through the establishment of demonstration facilities and provision of agricultural inputs – such as drought-tolerant seeds and hybrids – to farmers and women’s groups. The implementation of urban agriculture and reforestation activities – using beneficial species – will consequently provide alternative livelihoods and diversify income streams thereby reducing the vulnerability of local communities to the effects of climate change.

The project is funded by the Least Developed Countries Fund and is implemented by UN Environment (headquarters) and executed on a regional level by UN Environment’s Asia and the Pacific Office located in Bangkok, Thailand, which will work with each of the beneficiary countries to set up a national project management unit consisting of a National Technical Expert and an Administrative and Finance Officer.

III. Functions / Key Results Expected

As part of the national project management unit, The AFO will ensure that all financial and administrative issues are carried out according to UN Environment and GEF standard procedures. He/she will make all the necessary administrative steps and financial transactions for project outputs and activities to be delivered according to the established workplan. The AFOs will assist the Regional Technical Expert, Regional Administrative and Finance Officer, National Technical Experts and Task Manager in all project reporting requirements.

The AFOs will liaise with the regional AFO (based in Bangkok at UN Environment Asia and the Pacific Office) regarding project transactions, procurement, payments and contracts relating to the activities that are governed under the Project Cooperation Agreement with Cambodia, as well as reporting requirements. The national AFOs will report on administrative and management matters to the **Project Director** appointed by DCC as well as the RTE and Regional AFO on technical matters, being the overall regional coordinator for the project.

The Administrative and Finance Officer will work closely with the whole project team (staff and consultants) and will perform the following key functions:

- Drafting of correspondence relating to administrative matters and organization of the dispatch of correspondence;
- Maintaining contact lists for different institutions and individuals related to the project;
- Booking meeting space as requested by management;
- Managing human resources, including recruitment, administration of entitlements, leave records etc.
- Managing procurement processes including travel arrangements for missions, organizing meetings and workshops, and other procurement processes;
- Processing financial documentation (vouchers, supporting documents, telephone invoices, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded, travel claims, monthly payment orders and other entitlements are duly processed
- Managing cash receipts and petty cash
- Timely and accurately preparing bank reconciliations
- Compiling data for internal/external audit
- Extracting, inputting, copying and filing data from various sources, and maintenance of the proper filing system for financial records and documents.
- Keeping track of procurement against the annual procurement plan;
- Maintaining inventory of office equipment;
- Maintaining the stock of office supplies;
- Draft all required financial reports, assets reports, annual work plans / budgets and requests for disbursements from GCF, for management approval.

IV. Recruitment Qualifications

Education:	- Bachelors degree in Accounting and Finance, Business, Public Administration or other areas related to the ToR.
Experience:	- At least 3 years of relevant administration, accounting and financial experience with a company, international organisation or NGO in Cambodia; - Experience in the usage of Peachtree Accounting and office software packages (MS Word, Excel, etc); - Ability to use office equipment such as photocopier, scanner and fax machine; - Previous experience working for a development project, or prior experience in the environment or climate change sector would be an asset.
Competencies	- Good communication and interpersonal skills - Demonstrated planning and organizational skills - Attention to detail - Team worker
Language Requirements:	- Excellent command of Khmer (both written and oral) and good working knowledge of English.