



Vacancy Announcement – Temporary Admin & Finance Assistant

Under the direct supervision of the National Project Manager (NPM), the Admin & Finance Assistant supports the operationalization of the six-year Project: Strengthening of the National Protected Areas Systems in Swaziland (SNPAS) implemented from 2014-2020. The Admin & Finance Assistant will be responsible for timely execution of administrative, financial and procurement tasks and transactions. S/he facilitates the management and implementation of all other activities and responsibilities of the project.

Summary of major duties and responsibilities:

Administrative Support

- Maintain work plans and budgets as well as off line financial status reports for the project work plans. Monitor and report on the implementation on a quarterly basis.
- Undertake all aspects of official travel requests and reports for National Project Manager (NPM), Project Managers (PM) and other structures, in coordination with the NPM and prepare travel authorization.
- Manage correspondence flow, ensuring prioritization, confidentiality and effective follow-up by NPM, SNTC and UNDP.
- Maintain hard and electronic files and update data base systems ensuring timely and appropriate recording, safekeeping and disposal of confidential information.
- Maintain leave and travel records.

Financial control and Procurement

- Support the procurement procedures in full compliance with UNDP/GEF regulations (Public Requests for Proposals, submission to the NPM, Project Board, contracting, payments) fostering transparent, independent and competitive processes.
- Arrange for purchase and ensure timely and appropriate distribution of office supplies. Oversee sufficient inventory.
- Prepare requisitions based on proper review of quotations for bids or proposals.
- Maintain a systematic record of procurement and financial information for audit and management oversight purposes.

Minimum Recruitment Qualifications

- University Degree in areas of Administration, Finance. Specialized training in accounting and finance is desirable.
- A minimum of 5 years of administrative and financial/accounting experience preferably in a large or international corporation or organization.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.
- Fluency in spoken and written English is required.

Core Competencies:

- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems.
- Focuses on result for the client and responds positively to critical feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even when under pressure
- Demonstrates openness to change and ability to manage complexities and has good interpersonal skills
- Hard-working and easily adaptable to new cultural working environments

Remuneration

The post is a local Individual Contractor (IC) with a contract of four months.

Applications should be marked “**TEMP Admin and Finance Assistant**” and sent to the: **UNDP Resident Representative, UNDP 5th Floor Lilunga House, Somhlolo Street, Mbabane** or by email to: registry.sz@undp.org The closing date for applications is on or before **31st January 2018**
Qualified female candidates and those living with disabilities are encouraged to apply.