



## Terms of References (ToR)

### Administrative & Finance officer.

#### ***I. Introduction:***

Egypt's population has reached 99.8 million as per CAPMAS Population clock (1st Jan 2020). According to Census 2017, more than one third of the population are living in Upper Egypt with low level of socioeconomic characteristics that would affect all aspects of life in Egypt and reduce the opportunity to achieve sustainable development objectives. In this context, the National Population Strategy from 2015 – 2030 (NPS) launched by the Prime Minister, under the auspices of President Abdel Fatah Elcici seeks to improve the standard of living and quality of life of the Egyptian Population by integration the population aspect in the development. The NPS aims to strike a balance between population and development by designing an inter-sectoral framework and a five-year executive plans that guide the governmental interventions.

#### **II. Background of the project:**

The Ministry of Local Development (MOLD) and UNFPA partnered in a project to Accelerate local response to the population issue. National Population Council (NPC), Ministry of Youth and sports, Ministry of Planning and Economic Development, CAPMAS, MoSS, Ministry of Communication and Information Technology (MOCIT), EFPA are key partners of the project.

#### **III. Project aims:**

The aim is to enhance a decentralized multi-sectoral approach under the leadership of the Governor and with youth participation in tracking and in decision making to accelerate local response to National Population Strategy in an integrated approach in the 10 governorates. Task forces incorporate different segments of stakeholders, and governorates include different administrative levels and divisions. Identification of population focal points at district, directorate and villages will be conducted in the ten governorates (new ( Beni suef, fayoum, Giza, Aswan, and Luxor, and existing namely Menya, Assiut, Sohag, Qena & Kalyoubeya)



#### IV. Job Description

- Monitoring project funds, approving project disbursements according to the Work Plan.
- Responsible on the activities of organizing the movements, equipment's, accommodations, and Procurement.
- Collaborate with the project team to develop actual Expenditures documents and forms to the both MoLD<sup>1</sup> & UNFPA that match all regulations to both of them.
- Develop an Excel Sheet with the Total Budget and all Expenditures due to Date.
- Prepare a Monthly schedule plan for the financial matters. (Salaries – Expenditures - ... ) with Discussion with Project team
- Develop a Monthly report about Budget and Actual Expenditures, according to the Work plan.
- Develop Quarterly (Financial – Progress) Reports in collaboration with the project Coordinator to be submitted to GPS<sup>2</sup> due to the UNFPA Regulations Stay current with all regulations, practices, tax laws, reporting requirements.
- Follow up donor commitments to ensure timely disbursement of funding.
- Ensuring recommendations made as a result of the annual audits are implemented.
- Communicate with all the departments of MoLD to achieve objectives of the project.
- Archive all project documents with a Smart Memory in Both Hard Copies and Soft Copies.
- Develop letter and reports that are required to achieve project activities, according to Mold Regulations in collaboration with Project Coordinator.
- Attend all Project meetings and writing meeting Minutes.
- Reporting to project Coordinator and supervisor.

#### Expected Results/ Deliverables

- Very Strong Memory and archiving for all documents of the project in both Hard and Soft Copy.
- 4 Quarterly Progress and Financial Reports submitted to GPS according to UNFPA regulations.
- Documents to be submitted to audit.
- Monthly plan to be submitted to Project Coordinator with all estimated budget and settled Cost.
- Monthly report to be submitted to Project Coordinator with all achievements and conducted tasks

#### Requirements:

- 3- 5 years of Experience is preferable.
- Good knowledge of MS office.
- Effective communication skills.
- Knowledgeable with project cycle management and well versed in logical frameworks.
- Experience in reporting, writing Letters, and presentation.

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<sup>1</sup> Mold: Ministry of Local Development in Egypt.

<sup>2</sup> **GPS: Global Programming System** : UNFPA Website that all reports related to UNFPA submitted



Ministry of Local Development

### Hiring Body:

Ministry of Local Development (Mold)

### To apply:

Qualified candidates should send their CV to

[Zeyad.Eltahry@mld.gov.eg](mailto:Zeyad.Eltahry@mld.gov.eg)

[ziad.hamdy2015@feps.edu.eg](mailto:ziad.hamdy2015@feps.edu.eg)

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by close-of-business on Wednesday Nov 25, 2020 indicating (**Admin & Finance**) in the Subject line of the email. Any applications received after the deadline will not be considered.