



**UNITED NATIONS DEVELOPMENT PROGRAMME  
GENERIC JOB DESCRIPTION**

**I. Position Information**

Project title:	<b>Climate Risk Management in Kyrgyzstan</b>
Project Number:	<b>00076243</b>
Job Code Title:	<b>Administrative/Finance Assistant</b>
Duration of Employment:	Full-time assignment
Working nature:	40 hours a week (08:30-17:30; 12:00-13:00 lunch time)
Working hours:	Bishkek, Kyrgyzstan
Duty station:	SC-5
Pre-classified Grade:	1 year with possible extension
Supervisor:	Environment Programme Manager

**II. Organizational Context**

Climate variability and change impacts (including climate-related disasters) and their inherent complexity are likely to pose considerable risks to important economic drivers, human welfare and the environment in Kyrgyzstan. For example, these impacts are predicted to negatively affect inter alia water resources and agricultural production. Additionally, climate change impacts are likely to exacerbate the frequency and intensity of climate-related disasters. As a result, climate variability is likely to trigger a suite of food security, water security, energy security, human health and poverty problems in the country. Many of these systems are already stressed due to poor land management practices and the existing environmental legacy of central planning, a remnant of the Soviet era. In order to overcome the challenges that climate change poses, timely adaptation action and interventions are vital. Importantly, interventions should be strategically planned, coordinated and prioritized for action over the coming decades in order to overcome seemingly insurmountable and complex challenges.

Although many development projects within Kyrgyzstan are currently being conducted in the abovementioned sectors of concern, most are not focused on climate risk management interventions (which includes both climate-related disaster risk reduction and climate change adaptation) (CRM) and have been undertaken on an ad hoc basis and in isolation from similar endeavors with little focus on up-scaling. Few development projects take into consideration the complexities and multi-sectoral impacts of climate change. Furthermore, few economic assessments in Kyrgyzstan showcase the economic impacts of climate change with and without adaptation and as a result there is very little political traction for implementing proactive adaptation responses.

In order to overcome these challenges and for adaptation and climate-related disaster risk reduction to be successful in Kyrgyzstan, the following needs to be taken into account: i) CRM interventions should be based on up-to-date scientific studies and regional analyses of climate change, which will inform key national development policies and strategies; ii) interventions should be part of an overarching CRM strategy; iii) finance should be raised in order to upscale current adaptation measures and initiate future CRM interventions; iv) adaptation should be supported by technically skilled/capacitated individuals; v) pilot interventions should be initiated in order to attract funding, catalyze learning and provide information for large-scale interventions (i.e. national and/or regional level); vi) knowledge should be shared nationally and regionally; and vii) CRM should address gender equality and incorporate indigenous knowledge.

The project will work to 1) strengthen institutional frameworks and technical capacity to manage climate

change risks and opportunities in an integrated manner; 2) develop climate-resilient strategies, policies and legislation in priority sectors and geographic areas; 3) expand financing options to meet national climate change adaptation costs; 4) implement climate change adaptation interventions in priority sectors; and 5) disseminate knowledge on how to incorporate climate change knowledge and risks into development processes at national, sub-national and local levels.

The project will be implemented under the Multi-country project arrangement with the Bratislava Regional Centre (BRC) as the lead office and UNDP Kazakhstan, UNDP Kyrgyzstan, UNDP Tajikistan, UNDP Turkmenistan and UNDP Uzbekistan as participating Country Offices. BRC will be responsible for an overall coordination and reporting requirements on behalf of the other Country Offices and based on inputs from them. The multi-country project setup will allow very close coordination of the regional component and five national components.

Under the overall guidance and daily supervision of the Environment Programme Manager, the Administrative/Finance Assistant supports the provision of financial/administrative services in Programmes ensuring high quality, accuracy and consistency of work. The Administrative/Finance Assistant works in close collaboration with the Operations and Programme Units in the CO and project personnel to ensure consistent service delivery.

### III. Functions / Key Results Expected

#### Summary of Key Functions:

- Implementation of operational strategies
- Provision of accounting, administrative, procurement, HR and logistical support
- Provision of support to office maintenance and assets management
- Support to knowledge building and knowledge sharing

#### 1. Ensures **implementation of operational strategies**, focusing on achievement of the following results:

- ☐ Full compliance of administrative, procurement and HR activities with UNDP rules, regulations, policies and strategies.
- ☐ Full compliance of financial processes and financial records with UN/UNDP rules, regulations, policies and strategies
- ☐ Provision of inputs to preparation of workplans.

2. Provides **administrative, finance, procurement, HR and logistical support**, focusing on achievement of the following results:

- ☐ Interpretation and implementation of procedures and rules related to administrative, procurement, financial and personnel matters and ensure their compliance.
- ☐ Administrative support to organization of conferences, workshops, retreats, study tours, etc.
- ☐ Arrangement of travel and hotel reservations, preparation of travel authorizations.
- ☐ Provision of all necessary support in organization of the above, as well as report to submission to UNDP office.
- ☐ Full compliance of procurement activities with UNDP rules, regulations, policies and strategies.
- ☐ Timely preparation and updating of procurement plans for the Programme.
- ☐ Support to organization of procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their preliminary evaluation.
- ☐ Preparation of requests with all supporting documents for issuance of Purchase orders, contracts, subcontracts and other documents related to procurement of goods and services.
- ☐ Creation of requisitions in Atlas, registration of goods receipt in Atlas, budget check for requisitions.
- ☐ Serving as a focal point in procurement processing for the Programme/Project
- ☐ Undertaking joint procurement activities under combined Purchase Orders for stationery, computer hardware, photocopiers; joint contracts for computer maintenance, air-conditioning maintenance, shipping services, etc.
- ☐ Certifying availability of funds and ensuring that the activities are in line with the approved workplan and budget levels.
- ☐ Monitoring regularly the Programme budget, provision of timely advice to the Programme Coordinator on fund limitations and obtaining approval of budget revision(s) from UNDP.
- ☐ Provision of information for reports on financial status, procedures, exchange rates, costs and expenditures and potential funding problems.
- ☐ Assistance in proper control of the supporting documents for payments and financial reports for the Programme/Project; payment execution and monitoring payment status.
- ☐ Preparation of budget revisions per established rules.
- ☐ Ensuring the accurate book-keeping of advance funds received and preparation of reports, where relevant.
- ☐ Processing of financial documentation (vouchers, supporting documents, etc.) and maintaining internal expenditures control system by ensuring that vouchers processed are matched and completed, transactions are correctly recorded and posted in Atlas; travel claims, monthly payment orders (MPOs) and other entitlements are duly processed.
- ☐ Maintenance of Petty Cash
- ☐ Preparation and handling the routine correspondence related to general administration, procurement, financial and personnel matters; faxes; memoranda and reports in accordance with UNDP rules and procedures.
- ☐ Maintenance of files related to personnel, finance, procurement, administrative, logistical, programme/project matters.
- ☐ Checking vehicle logs and preparation of the draft vehicle history reports and maintenance plans.
- ☐ Assistance to the Audit and prepare necessary documents
- ☐ Performance of other duties as and when required
- ☐ Ensure timely extension of personnel contracts.

4. Provides **support to office maintenance and assets management**, focusing on achievement of the following results:

- ☐ Monitoring the Inventory Records, maintain the records and files on assets management, distribute the stationery to personnel and provide advice on procurement of goods to avoid unnecessary purchase.
- ☐ Maintenance of files and records relevant to office maintenance.

5. Provides **support to knowledge building and knowledge sharing** in the CO, focusing on

achievement of the following results:

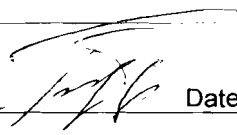
- ☐ Participation in the training for the operations/projects staff on administration, procurement, finance and HR.
- ☐ Briefing personnel on general administrative, financial and personnel matters.

**IV. Recruitment Qualifications**

Education:	<ul style="list-style-type: none"><li>- Bachelor degree with specialized training in finance confirmed by certificates, preferably in economics, management, accounting, finance or other relative fields.</li><li>- Specialized training in finance is desirable.</li></ul>
Experience:	<ul style="list-style-type: none"><li>- 3 years of relevant administrative, accounting and financial experience at national and/or international level is required.</li><li>- Experience in the usage of computers and office software packages (MS Word, Excel, etc.).</li><li>- Previous experience of working for nationally executed programme (s) funded by UNDP is an asset.</li><li>- Practical experience in procurement is an asset</li></ul>
Language Requirements:	Fluency in English and Russian. Knowledge of Kyrgyz is an asset

**V. Signatures- Post Description Certification**

Incumbent *(if applicable)*

Name	Signature	Date
Supervisor:		
Name: Aleksandr Temirbekov / Title: Programme Manager	Signature 	Date
Programme/Project Manager		
Name / Title	Signature	Date