

## Terms of Reference

<b>Position</b>	<b>Financial-Cum- Administrative Assistant</b>
<b>Organization:</b>	GoI-GEF-UNDP Project - “Mainstreaming Coastal and Marine Biodiversity Conservation into Production Sectors in the Godavari River Estuarine Ecosystem, Andhra Pradesh, India”
<b>Consultancy Amount</b>	Appx. Rs.30,000/- per Month. It will commensurate based on qualifications and work experience.
<b>Supervisor:</b>	Chief Wildlife Warden & State Project Director, Forest Department, Government of Andhra Pradesh
<b>Head Quarters:</b>	Kakinada, Andhra Pradesh
<b>Nature of engagement</b>	Temporary contract.
<b>Duration:</b>	Initially for a period of one year –extendable upto project period on yearly basis.

<b>Background</b>
<p>Government of India, with UNDP as the lead agency, funded by Global Environment Facility (GEF) is implementing the project <b>“Mainstreaming Coastal and Marine Biodiversity Conservation into Production Sectors in the Godavari River Estuary, Andhra Pradesh, India”</b>. The project will focus specifically on removing the key barriers to mainstreaming environmental management considerations into major production activities that are impacting the Godavari region, with a special focus on the Coringa Wildlife Sanctuary.</p> <p>The main components of the project would include: a) Sectoral mainstreaming including knowledge management for coastal and marine biodiversity conservation; b) Institutional Capacity Development; and c) Sustainable Community Livelihoods and Natural Resource Use in the Godavari River Estuary.</p> <p>The Financial-Cum- Administrative Assistant (FAA) hired during the project implementation period will be based at Hyderabad/ Kakinada, Andhra Pradesh and shall work under the direct supervision of the State Project Director (SPD) in the Forest Department, Government of Andhra Pradesh</p>

<b>Functions / Key Results Expected</b>
<p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>➤ FAA shall assist the Director, GF/LLPMU in the overall administrative and financial matters of the project at the State level;</li> <li>➤ FAA shall be responsible for all administrative (contractual, organizational and logistical) and accounting (disbursements, record-keeping, cash management) matters under the project;</li> </ul>

<ul style="list-style-type: none"> <li>➤ S/he will be responsible for preparing periodic financial statements and compiling the annual project activities and achievement of planned project outputs;</li> <li>➤ FAA shall provide general administrative and financial support to the project so as to ensure the smooth running of the landscape level project management unit; provide logistical support to the project staff and consultants in conducting different project activities;</li> <li>➤ FAA shall monitor the budget expenditures by preparing payment documents, and compiling financial reports; maintain the project's disbursement ledger and journal; keep files with project documents, expert reports; control the usage of non expendable equipment (record keeping, drawing up regular inventories);</li> <li>➤ FAA shall draft and finalize correspondence of administrative nature; arrange duty travel; fax, post and e-mail transmissions, and co-ordinate appointments;</li> <li>➤ FAA shall also perform any other administrative/financial duties as requested by the Project Manager/Director, GF and organize and coordinate the procurement of services and goods under the project.</li> </ul>	
<b>Recruitment Qualifications</b>	
Education and Experience:	<ul style="list-style-type: none"> <li>➤ University degree preferably in account keeping</li> <li>➤ Fluency in written and spoken English and Telugu</li> <li>➤ Outstanding time-management, organizational and inter-personal skills</li> <li>➤ At least 5-year experience in office administration, preferably with externally aided projects</li> <li>➤ Excellent computer literacy is essential</li> <li>➤ Above 35 years. Retired persons with good health can also apply.</li> </ul>
Language Requirements:	Fluency in English, language of the duty station, excellent drafting and verbal communication skills.
Interested candidates may send Applications /CVs/ Resumes to the following E-mail ids:	<p><b>Email:</b> prlccf_wlcww_apfd@ap.gov.in and</p> <p><b>Email:</b> asamar1993@gmail.com</p> <p><b>Note: Kindly indicate the name of the Post on the top of your Application/CV/Resume. Applications without mentioning the name of the post are not considered.</b></p>
Last Date for submission of applications:	<b>22<sup>nd</sup> September, 2011</b>

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