1. **Organizational Location**

The post is located in Tunisia CO, and reports to the Project coordinator and UNFPA Assistant Representative.

2. **Job Purpose**

The Project Finance Officer will contribute to the fully implementation of the project “Provision of essential sexual reproductive health (SRH) and gender based violence (GBV) services to vulnerable migrants in Tunisia”. The project is funded by the Italian Cooperation for a period of 2 years (2020-2021). He/She facilitates the implementation and delivery of the project by anticipating the operational needs of the project. With the project team, he /she ensures the financial and administrative monitoring of the project according to policies and procedures. He / She promotes a collaborative approach with UN agencies, programs and operations teams of the UNFPA office and the implementing partners, and supports effective communication and cooperation with the regional office and UNFPA headquarters (HQ).

3. **Major Activities/Expected Results**

The Project finance Officer ensures strategic and efficient management of project financial resources though planning and tracking of available resources, exercising appropriate financial control and ensuring corporate financial policies are met and reporting structures established and maintained. Advises when deviations from rules and regulations may be required and proposes alternative solutions to meet the project objectives.

Supports achievement of project results, facilitating operational aspects of project inputs under national execution in terms of personnel, sub-contracts, equipment and procurements, study tours, and other project-related events.
Maintains an effective financial recording and reporting system, internal control and audit follow-up including responses to audit issues, and processes financial transactions in an accurate and timely way.

The Project finance Officer will particularly:

- Prepares and monitors the administrative and project activities budget and ensures financial transactions are in accordance with UNFPA financial rules and procedures.
- Ensures that the administrative and financial operations within the framework of the project respect the rules and procedures of UNFPA.
- Prepares financial data, budget forecasts and financial planning.
- Ensures budget control and maintenance of accounts by providing reports on the financial situation, and based on current procedures.
- Submit Financial reporting of the project on timely and qualitative manner.
- Manage of the administrative tasks relating to the project (consultant contracts, relations with service providers, etc.)
- Provide financial and administrative support for the organization of seminars / conferences / meetings / workshops, etc.
- Ensures regular support and monitoring with implementing partners (government and non-government).
- Reviews procurement requests and ensures financial transactions for the project equipment, supplies and services in a transparent and cost-effective manner in accordance with UNFPA procedures.
- Implement HACT procedures for Project Implementing partners.

4. Work Relations

The Finance Project Officer shall maintain a collaborative relationship with the UNFPA office team in Tunis including the Assistant Representative and the Program and Operations Officers and then with external relations such as the office partners including the United Nations agencies. The Project Finance officer will report directly to the Project coordinator and closely collaborate with the Operation analyst of the CO and the project team.

5. Job Requirements

Education:
Advanced degree in finance, business administration, public administration, or related field

Knowledge and Experience:
- National and / or international experience of at least 4 years in administrative and financial / accounting management.
- Experience in the United Nations system would be an asset.
- Knowledge of United Nations management procedures and software would also be an advantage.

Languages:
- Fluency in French, Arabic and English.

Core competencies
• Achieving results
• Being accountable
• Developing and applying professional expertise/business acumen
• Thinking analytically and strategically
• Working in teams/managing ourselves and our relationships
• Communicating for impact

Managerial competencies
• Providing strategic focus
• Engaging internal/external partners and stakeholders
• Leading, developing and empowering people/creating a culture of performance
• Making decisions and exercising sound judgment

Functional competencies:
• Conceptual innovation in the provision of technical expertise
• Leveraging the resources of national governments and partners/building strategic alliances and partnerships
• Job Knowledge/Technical Expertise

6. Signatures/Certification:

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