



## Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE)

Annex III

### Terms of Reference for the DPPI SEE Secretariat Administrative/Finance Assistant

#### **Under the supervision of the Head of the DPPI SEE Secretariat and working within the DPPI SEE framework, the incumbent performs the following tasks and duties:**

- Monitor and control DPPI SEE budget spending through maintaining a financial and administrative database
- Coordinate with Heads of the Finance/Administrative Sector of the RCC Secretariat in Sarajevo
- Coordinate with Heads of the Finance/Administrative Sector of Civil Protection/Disaster Management authorities of the regional countries regarding finance and administration procedures
- Prepare the DPPI SEE Finance Report, which is a part of the DPPI SEE Interim Report and Final Report
- Assist the Head of the Secretariat in planning and preparing the DPPI SEE budget
- Perform all other administrative duties as required

More specifically, the incumbent performs the following tasks:

- He/she reports the results of the work to the Head of the DPPI SEE Secretariat and communicates information about the work accomplished and planned, and various achievements
- Travel in the region in support of DPPI SEE activities as required
- Provide general support to the Head of the Secretariat and to DPPI member countries as required
- Participate in DPPI SEE related seminars, meetings and workshops as required

#### **Professional Requirements/Qualifications**

- Appropriate education
- At least three years of working experience in the field of accounting and financial management
- Knowledge and working experience with international organizations and structures in related fields
- Excellent communication and writing skills in English; fluency in any SEE language is an important asset
- Commitment, flexibility and availability to work in a team
- Availability to undertake field missions and travel as necessary

#### **Technical Arrangements**

- The DPPI SEE Secretariat Finance/Administrative Assistant is contracted by the RCC Secretariat unless other arrangements are made
- The mandate of the Finance/Administrative Assistant of the DPPI SEE Secretariat shall be three years with a possibility of extension for one additional year

### **ACCEPTANCE OF OFFER AND DECLARATION**

I accept the foregoing offer of appointment under the conditions stipulated therein.

I hereby subscribe to the following declaration:

*"I solemnly undertake to exercise in all loyalty, discretion and conscientiousness, the functions and trusted to me as a member of the staff of the Disaster Preparedness and Prevention Initiative Secretariat for South Eastern Europe (DPPI SEE), to discharge this function and regulate my conduct with the interest of the DPPI SEE only in view, and neither to seek nor to receive instructions with regard to the performance of my duties from any government or from any authority external to the DPPI SEE."*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_