

Hanoi, May 16th, 2022

TERMS OF REFERENCES

Recruiting for the position of Accountant of the Project “Support Government of Viet Nam in implementing and monitoring the implementation of laws and policies for comprehensive youth development and promoting youth participation, including in humanitarian such as natural disasters and pandemics” - Project code VNM10P01

I. POSITION RECRUITMENT

Base on Decision No. 345/QD-BNV dated April 28, 2022 of the Minister of Home Affairs on the establishment of the Project Management Unit “Support Government of Viet Nam in implementing and monitoring the implementation of laws and policies for comprehensive youth development and promoting youth participation, including in humanitarian such as natural disasters and pandemics”- Project code VNM10P01 and General Regulation on management of programs and projects of cooperation between Vietnam and the United Nations (HPPMG), the VNM10P01 Project needs to recruit a Project Accountant to work full-time at the office of Project to perform tasks related to the financial work of the Project.

II. SPECIFIC TASKS AND RESPONSIBILITIES

The Project Accountant is responsible for performing the financial tasks of the VNM10P01 Project under the direct direction and supervision of the Project Director, specifically as follows:

1. Building the financial management process of the Project; preparing a project financial plan and submit it to the Project Director for consideration and approval.
2. Monitoring and making the payment for Project activities implemented by agencies participating in the project implementation and approved by competent authorities to ensure compliance with regulations and allocated budget. and ensure efficient use of aid funds.
3. Establishing and maintaining a system of ledgers and accounting books in service of classifying and keeping records of financial transactions; unifying accounting work, preparing periodical financial statements and reports as required. Regular updating of all financial data to report on financial position, regulations, conversion rates, costs and expenditures for financial accounting and budget expenditure monitoring.

4. Maintaining a book of cash expenditures; ensuring that bank accounts and financial books are monitored and reconciled in accordance with regulations.

5. Presiding over and coordinating with the Project Coordinator to prepare and report to the Project Director and promptly send the final settlement reports, non-consumable asset reports, budget status reports and reports disbursed annually in accordance with the provisions of financial management of the law of Vietnam and the United Nations. Coordinating with the Project Coordinator in the process of developing, drafting, implementing and monitoring the implementation of the Project's operational plan (annual, quarterly, regular or extraordinary plan as required).

6. Participating in periodic inventory of the Project's assets; report the data collected in the property report as prescribed.

7. Ensuring implementation of internal control over all financial transactions related to Project activities.

8. Auditing services upon request; completing and supplementing relevant documents according to the audit conclusion.

9. Organizing and maintaining the Project's financial records system to ensure easy access for the Project Management Unit and related agencies.

10. Presiding over and coordinating with the Project Coordinator in the implementation of the finalization report of the Project is completed; implementing procedures to close the Project in accordance with Vietnamese law and UN regulations.

11. Implementing tax regulations related to Project activities.

12. Coordinating and supporting administrative, clerical, synthesis and training staffs during the implementation of project activities; participating in business trips, supervise related activities of the Project and preparing reports on financial performance when required.

13. Performing other duties in accordance with the provisions of the financial law of Vietnam and at the request of the Project Director.

III. QUALIFICATION AND EXPERIENCE REQUIREMENTS

1. Graduation from university or higher, majoring in accounting.

2. At least 10 years of experience as chief accountant, preference will be given to those who have at least 03-05 years of experience in accounting for projects of the United Nations Population Fund or international organizations in Vietnam.

3. Ability to work independently and good communication.

4. Ability to make plans, make reports, analyze and synthesize information on the project's financial activities.

5. Proficient in using accounting software, internet and other office software.

6. Fluency in English at work (translating documents related to the project's financial matters; developing and translating the Project's financial statements to send to the Sponsor as prescribed).

IV. WORKING MODES

1. Working time: from the date of being recruited until the end of December 31, 2026.

2. Working place: VNM10P01 Project Management Unit; address: No. 8, Ton That Thuyet, Nam Tu Liem, Hanoi.

3. The salaries of the Project Accountant are paid from the funding of the Project according to the norms set by the United Nations on local costs in development cooperation with Vietnam (referred to as UN-EU Costnorm).

V. REQUIREMENTS FOR APPLICATIONS

Application form includes:

1. Job application.
2. Detailed Curriculum Vitae (01 Vietnamese version and 01 English version).
3. Related diplomas and certificates.
4. Health certificate (within 30 days).
5. Photo 4 x 6 (02 pcs, taken within 60 days).
6. Envelope clearly stating the position applied for: "Accountant of VNM10P01 Project"; address and contact phone number of the candidate if successful.

The application of the candidate must be submitted no later than 5:00 p.m. on May 24, 2022 to the address: Ms. Vu Huong Ngat, Principal Official of Department of Youth Affairs, Ministry of Home Affairs; No. 8 Ton That Thuyet, Nam Tu Liem, Hanoi; hand phone: 0918228066; or send an electronic version in .pdf format to email address: ngatvuhuong@gmail.com. Candidates are responsible for the accuracy of their application documents and complete the application according to regulations if they are accepted.

After the deadline for submitting the above documents, the VNM10P01 Project Management Unit will hold an interview to select the position of Project Accountant. Details of time and interview results will be notified directly to

candidates who submit complete documents and meet the criteria and conditions in this Terms of Reference../.

PROJECT MANAGER

Hoang Quoc Long