

Vacancy Announcement

Organizational Unit: UNDP Iraq Country Office
Duty Station: Erbil / Iraq
Post Title: Finance Clerk
Post Level: IC
Type of contract: Individual Contractor
Duration of Initial Contract: 3 Months with possibility of extension
Estimated Starting Date: 15 June 2016

Proposals should be submitted to the following e-mail address no later than **COB 5 June 2016 (Baghdad Time: +3 GMT)**: IC1.undp.iq@undp.org

Please note the following:

- It is a MUST to indicate the Procurement Notice Number in the e-mail subject line) as follows:*
IRQ10/IC-056/16, Provision of Consultancy Services as Finance Clerk for UNDP Iraq Office
- Any request for clarification must be sent to the following e-mail address: dolores.maitim@undp.org*
The Procurement Unit will respond by e-mail, including an explanation of the query without identifying the source of inquiry, to identified consultants who have notified UNDP of their interest to participate.
Kindly be informed that the UN P11 Form ("CV Form," ref: Annex 2) must be completed. It is not permissible to submit a Curriculum Vitae in lieu of this form.
- Emails sent to the previously mentioned address shouldn't exceed the limits of 8MB per transmissio*

Organizational / Project Context:

The finance unit is hiring and individual contractor to work as a finance clerk in the unit

Under the direct guidance and supervision of the head of finance, the finance clerk does filing of financial documents, and assist in preparing manually banking instructions.

The finance clerk works in close collaboration with the various colleagues of the finance unit, other UNDP colleagues, project staff and customers.

Summary of Key Tasks:

- Prepare banking instruction papers.
- Obtain signatures on banking instructions, cheques.
- Distribute cheques to beneficiaries
- Deliver banking instructions to TBI
- File and maintain financial supporting documents of financial transactions in both hard and electronic forms. Retrieve files as necessary.
- Process and scan files to be entered into computer in digital databases
- Clean and maintain file space. Maintain filling storage.
- Manage databases and records (Data base which is used for document filing tracking "Excel")

IRAQ

- Log all files that removed.
- Contact customers.
- Perform any additional tasks may be requested by the head of finance unit

Required Skills and Experience:-

Core Competencies:

- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Attention to details

Education:

Diploma or University Degree in Finance or Accounting

Experience:

Experience in the usage of computers and office software packages such as Microsoft Excel, Word or other relevant programs; advanced knowledge of spreadsheet and database packages is required; Minimum of 1 year of working experience is required.

Language:

Good English is required.

Selection Process

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Application Procedures and Presentation of Offer

The application is a two-step process. Failing to comply with the submission process may result in disqualifying the applications:

Interested individual consultants shall submit their application through IC1.undp.iq@undp.org :

Technical Proposal: (which will include the following):

- Signed **Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- A **letter** explaining why he/she considers him/herself the most suitable candidate for the work.
- **Personal CV** including past experience in similar projects and ***at least 3 references.***

IRAQ

- **UN P11 Form** ("CV Form") – **Annex 2 attached**. UNDP-Iraq reserves the right to disqualify any submissions that have omitted this form.

Financial Proposal

Following the technical evaluation, only applicants meeting all minimum requirements and obtaining a minimum of 70% on technical evaluation will be approached for submission of financial proposals and considered for the Financial Evaluation

Financial proposals must be all-inclusive and must be expressed on the basis of a daily fee in United States Dollar (USD). The term ‘all inclusive’ implies that all costs (professional fees, travel related expenses - i.e. if required by applicant, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the daily fee.

Payments:

- Payment will be made upon monthly submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

Criteria for Selection of the Best Offer

Only those candidates who meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation.

The technical evaluation will include a desk review and a short interviews with shortlisted candidates.

The following evaluation criteria will be used for the desk reviews/or interviews:

- Possessing relevant education (30);
- Good English (30)
- Working experience (20)
- Experience and knowledge of Excel, Word (20 points);