

TERMS OF REFERENCE
for the Position:
Accountant
of Vietnam Urban Forum(VUF) Secretariat
17/05/2012

1. Background

In 2000 and 2001 the *Vietnam Urban Forum* (VUF) was conceptualized as a medium for policy dialogue and structured exchanges on urban development issues. VUF became operational in 2003, when a Memorandum of Understanding (MoU) was signed by key stakeholders in Vietnam's urban development process, after agreeing to establish an Executive Board (EB) and the operational objectives of VUF.

The overall objective of the VUF, as stated in the MoU of 2003, is: "to promote dialogue for sharing of experience and knowledge among government agencies, science/professional, social/political and non-government organisations, entities and individuals of all economic sectors and the donors, with the aim of actively contributing to the formulation and implementation of policies on urban development and management, (...), and improving the effectiveness of urban development and management activities."

With the specific objective to sustainably institutionalize the VUF as an operational national forum to discuss contemporary urban issues and policies in Vietnam, the MOC, supported by Cities Alliance (CA) and UN HABITAT has taken steps to strengthen the VUF by establishing a functional Forum Secretariat within the Urban Development Agency (UDA-MOC). The Secretariat will be responsible for the implementation of the day-to-day work of the Vietnam Urban Forum. It will be staffed with the full-time Coordinator and at least two additional full-time positions.

In order to achieve the project objective, a number of outcomes will be secured through this project. These are: (i) Vietnam Urban Forum is institutionally strengthened: Forum Secretariat and Steering Committee are sustainably established and operational; work is based on an agreed long-term Strategy and Operating Plan; the VUF is re-launched with a broad membership base; (ii) VUF is operating as a regular platform and appreciated collaborative mechanism for systematic and structured dialogue and knowledge exchange on urban issues between a wide range of stakeholders to inform urban policy formulation in Vietnam; (iii) Regularly updated information about the state of urban development, urban sector investments and activities in Vietnam is widely communicated; (iv) Good practices and lessons learned are made available for replication and upscaling.

The Urban Development Agency (UDA) within Ministry of Construction (MOC) takes the main responsibilities for implementing this project in 2011 – 2013, with funding assistance from Cities Alliance and UN HABITAT.

2. Basic Function of the Position

The *Accountant* of the VUF Secretariat is responsible to the Coordinator of VUF and will work in close cooperation with the Executive Board (EB), the Chairman, the Coordinator and staffs of the Secretariat and other key partners. The purpose/aim of the position is to assist the Coordinator in managing the day-to-day activities of the Vietnam Urban Forum and more specifically be responsible for the accounting routines, including financial reporting of the project and financial resources in accordance with the requirements of the EB and of the World Bank.

3. Duties and Responsibilities

The incumbent will work at the VUF Secretariat Office in Ha Noi and have the following specific responsibilities/duties:

1. Participate in preparing annual budget plans for the VUF; assist Coordinator in the Project's budget monitoring and budget revision;
2. Prepare the Project's periodic financial reports and submit to General Secretary VUF/EB for clearance and furnish to VUF members as required;
3. Submit the periodic financial reports to the World Bank as required in the Financing Agreement;
4. Manage requests for and allocations of funds from Cities Alliance/ UN HABITAT and other sponsors/sources (i.e. event sponsoring, membership fees, website etc.);
5. Set up accounting system, including reporting forms and filing system for the Project, in accordance with the MOC(and sponsor)procedures;
6. Organize and maintain appropriate internal control system.
7. Maintain petty cash transactions. This includes writing of receipts, preparation of payment request form, receipt and disbursement of cash and clearance of advances;
8. Prepare cheques and other work as required with the bank;
9. Check and ensure that all expenditures are in accordance with MOC(and sponsor) procedures and documentation relating to payments are duly approved by the Coordinator;
10. Responsible for preparation work and procurement of office equipment, stationeries and support facilities as required. Maintain the inventory file to support purchases of all equipment/assets;
11. Bringing any actual or potential problems to the attention of the Coordinator;
12. Preparation of financial statements and documents for the audit of the project accounts
13. Coordinate with the external auditor in preparation of periodic Project audited financial reports and submit to the World Bank as required in

the Financing Agreement and adequate follow up of management letter points;

14. Participate in the World Bank's training on financial management and disbursement guidelines;
15. Undertake other appropriate tasks assigned by the Coordinator and General Secretary EB, as necessary: e.g. assistance in preparation for meetings and events, in providing logistical arrangements, etc.

4. Qualifications and Experience

The candidate (male or female) should possess the following qualifications:

1. Vietnamese nationality, preferred age group 25-35;
2. University degree (B.Sc. level or equivalent) in Accounting, Finance, Administration or other related fields; Chief Accountant degree; priority for Master level degree;
3. At least five years relevant professional work experience in accounting and/or administrative work;
4. Strong financial skills and understanding of accounting procedures;
5. Strong organizational skills and understanding of administrative procedures;
6. Knowledgeable in modern office administration, especially in management of office documents and paper trails;
7. Advanced computer skills, including Windows Office, and accounting programmes;
8. Ability to communicate and work with people from different backgrounds in an effective, courteous and cooperative manner. Good time management skills and display a high level of initiative, effort and commitment towards completing assignments efficiently;
9. Excellent speaking and writing skills in both Vietnamese and English;
10. Experience in dealing with foreign agencies and/or basic knowledge of the urban development sector in Vietnam would be an asset.

5. Duration and Payment of Assignment

16-month full-time contract, with option of yearly renewal subject to availability of funds. Work may require occasional weekend and/or evening work.

Pre-tax (gross) salary per month: 1,000 US\$

6. Duty Station

Duty station is Ha Noi, with local/ international travel when required.
