

TERMS OF REFERENCE

Position and title of post:	Accountant
Organization and Unit:	Project “Strengthening Capacity for the Implementation of One Health in Vietnam – phase ” (SCOH-2) - Secretariat Office of the Viet Nam One Health Partnership for Zoonoses (OHP), Ministry of Agriculture and Rural Development
Duty station:	Hanoi, Vietnam
Duration:	24 months

The *Strengthening Capacity for the Implementation of One Health in Vietnam – Phase II (SCOH-2)* project builds on the results of the SCOH-1 and earlier activities to strengthen overall national One Health capacity and operationalization in Viet Nam. With funding from United States Agency for International Development (USAID) via United Nations Development Programme (UNDP), the SCOH-2 project implemented by MARD in partnership with MOH will contribute to the reduction of the threats to public health from avian and pandemic influenza and other emerging infectious diseases through the application of a One Health approach. The objectives of this project are (i) Supporting a revised national coordination mechanism and the effective function of the One Health Partnership for Zoonoses; (ii) Promoting the regular interaction between policy-makers and other stakeholders, including universities and the private sector, on policy discussion and forums focusing on implementing a One Health approach and Global Health Security Agenda in Vietnam; (iii) Supporting the collaboration among GoVN and development partners in implementing GoVN’s One Health Strategies and GHSA’s Roadmap and Work plan; and exploring other existing and/or planned projects and programs in Viet Nam and identifying linkages where tangible One Health complementarities could be applied.

ROLE OF THE ACCOUNTANT

Key roles of the Accountant are to provide assistance to Director and Manager of the Secretariat on management of UNDP resources distributed to the project in order to achieve intended outputs and prepare finance disbursement plan based on work plans and the project document.

DUTIES AND RESPONSIBILITIES

1. Assist with preparation of operational plans of the Secretariat and budget preparations, monitoring and revision of budget plan against work plan.

2. Prepare necessary accounting documents to request funds from UNDP, donors and Government for the Secretariat as needed by nationally executed procedures.
3. Proceed payments of the Secretariat, including salary of office staff and other contractors.
4. Prepare and monitor accounting books, prepare financial reports as requested by NIM guidelines and by donors.
5. Document filing and inventory of equipment of OHP Secretariat including computers, photocopiers, fax machine, etc.
6. Support the Project Manager to prepare the periodic reports and other reports/dossiers as requested by donors and government.
7. Undertake other related tasks as assigned by the NPD, National Deputy Director and OHP Secretariat manager and international advisor.

WORKING RELATIONSHIP AND REPORTING LINES

The **Accountant** will report and work under the overall supervision of the Secretariat Manager.

S/he will work closely with other Secretariat staff and the focal point of the International Cooperation Departments (MARD and MOH).

S/he will also work closely with finance officer and accountant of MARD.

QUALIFICATIONS AND EXPERIENCE

- University degrees in economics, finance, accounting, business administration or other related disciplines.
- Minimum of 5 working year experience in accounting/finance.
- Experience with Official Development Assistance (ODA) projects, particularly with nationally-executed projects preferred.
- Working knowledge and experience with Government agencies are essential.
- Fluent written and spoken English and Vietnamese.

REMUNERATION

The level of remuneration corresponds with the qualifications and work experiences of the candidate, following the cost norms as provided in existing UN Cost Norms Guidelines for Viet Nam.