

**TERMS OF REFERENCE
(Individual Contractor Agreement)**

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| Title: | Senior Project Control Assistant |
| Project: | Venezuela/2025/01 |
| Duty station: | Caracas, Venezuela |
| Section/Unit: | Project Control Unit |
| ICA Level: | LICA |
| Corresponding level: | 5 |
| Duration: | from 01/01/2025 to 31/12/2025 |
| Supervisor: | Assistant Project Control Officer |

1. General Background

The UNHCR Representation in Venezuela is comprised of the Country Office in Caracas, two Field Offices located on the border with Colombia (San Cristobal and Maracaibo), as well as three Field Units, one in Caracas, the capital district; Carupano (Sucre) in the border with Trinidad and Tobago and Guyana; and Santa Elena de Uairen in the border with Brazil.

The operational context in Venezuela remains challenging, affecting both refugees and asylum seekers and the Venezuelan population in humanitarian crisis, including displaced persons, returnees, and people on-the-move. Since the first quarter of 2022, an increase in returns and a high need for protection has been observed.

The primary functions of project control are to complement programme management and provide support for oversight of projects including the formulation of a monitoring plan, quality assurance, and verification. Other activities of project control include: review of project agreements, project audit, monitoring that there is synchrony between financial and operational performance, participation in multi-functional monitoring activities and reviews, tracking project risk management, and supporting project closure.

It is essential to maintain segregation of duties between project control and programme functions for effective accountability and oversight.

The Senior Project Control Assistant receives general guidance and work plans from the supervisor. They work independently on regular assignments under the supervision of the Project Control Officer or to the same management level as programme. The incumbent has no supervisory role.

Project Control staff play a very important role in maintaining harmonious and effective partnerships,

and often interact with implementing partners. As a result, incumbents need to be very mindful of all dimensions of partnerships in their interaction with partners (in accordance with the Principles of Partnership, the Code of Conduct and other relevant documents).

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

2. Purpose and Scope of Assignment

- Contribute to reviewing the internal control systems of implementing partners and Field Offices
- Prepare the Verification visits monitoring plan for the Project Control Unit. Participate in the financial verification's visits of partners and FO's "in situ" on a quarterly basis or earlier when needed.
- Assist with monitoring that IP agreements are established for each project.
- Prepare reports on project expenditures levels and patterns in relation to the Country Operations Plan and project agreements and implementation rates to track project progress.
- Assist with the verification of the financial status of projects by researching files, calculating costs and anticipating expenditures, to that the balance available under each project can be easily monitored.
- Bring to the attention of supervisors and programme officers any significant variances at the office level in: budget execution, percentage of project execution, time schedule, and quality of projects against specifications or terms and conditions.
- Escalate implementation issues and risks to supervisors.
- Recommend acceptance or non-acceptance of IPRs and payment of instalments.
- Contact implementing partners for project related matters.
- Actively support in identifying and managing risks, as well as seeking opportunities and solutions, within the area of responsibility.
- Contribute to the monitoring of PFA/PWP risk register management.
- Support the external audit process for selected partners.
- Support the necessary actions for the timely closure of projects.
- Perform other related duties as required.

3. Monitoring and Progress Controls

A workplan will be prepared at the beginning of the contract between the incumbent and the supervisor

to define key activities and project timelines to ensure an efficient delivery of expected outputs and products. Weekly meetings will be organized between the supervisor and the consultant to discuss advances, track progress and discuss how to overcome potential challenges.

The Senior Project Control Assistant will directly report to the Assistant Project Control Officer. S/he is expected to work in line with the Multifunctional Team (MFT) approach, ensuring her/his involvement on relevant meetings related to the Programme implementation (PFA/PWP's and DI's), to provide support when required.

The incumbent will also contribute to reinforce UNHCR's and Partners internal control systems, in compliance with the Country Operation Plans and UNHCR's rules, policies and procedures, providing recommendations accordingly.

The incumbent will be expected to visit the Partners and Field Offices/Units on a regular basis to fulfil his/her responsibilities.

4. Qualifications and Experience

a. Education (Level and area of required and/or preferred education)

A university degree in Accounting, Business Administration, Project Management, Economics, or a related field.

b. Work Experience

Years of Experience / Degree Level

2 years relevant experience with High School Diploma; or 1-year relevant work experience with Bachelor or equivalent or higher.

Essential

Job experience in the field of accounting/finance, auditing, project management, business analysis, quality assurance and/or risk management. Excellent computer skills, in particular in MS Office applications. Excellent communication skills.

Desirable

Good knowledge of United Nations financial rules and procedures. Good understanding of accrual accounting (such as IPSAS or IFRS). Working experience with ERP financial modules (such as PeopleSoft, Oracle or SAP).

c. Key Competencies

Core Competencies

Accountability
Communication
Organizational Awareness
Teamwork & Collaboration
Commitment to Continuous Learning
Client & Result Orientation

Cross-Functional Competencies

Planning and Organizing
Political Awareness
Stakeholder Management

d. Language requirements

Knowledge of English and/or UN working language of the duty station if not English is desirable.

e. Functional Skills

FI-Auditing practical experience
IT-Computer Literacy
FI-PeopleSoft Financial Management
MG-Project Management
PC-Quality Assurance/Control
UN-UN/UNHCR Financial Rules and Regulations and Procedures

f. Travel requirements

Contractor may be required to travel 20% of the time to locations other than their assigned work location.

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| Project Authority (Name/Title): | Contract holder (Name/Title): |
| Signature _____ Date _____ | Signature _____ Date _____ |