

**Terms of Reference**  
of  
**Finance and Admin Assistant**  
**Agriculture and Food Security Project in the CHT, Phase III (AFSP III)**  
**Rangamati Hill District Council**

**Title and Reporting Structure**

Title	Finance and Admin Assistant
Supervisor	District Officer-AFSP-III
Duty Station	Rangamati District Project Office.
Monthly salary	BDT. 25,000(Consolidated) and other benefits (Mobile, internet etc.) according to project LoA.
Duration of Contract	Initially up to May, 2021 (renewable upon satisfactory performance and availability of LoA fund)

**Description of the Work Assignment:**

The Agriculture and Food security Project in the CHT, Phase III (2018-2020), funded by DANIDA is being implemented under the Strengthening Inclusive Development in CHT (SID-CHT Project) of Ministry of Chittagong Hill Tracts Affairs (MoCHTA) where 3 Hill District Councils are key partners. The objectives of AFSP III are: i) *Increased pro-poor inclusive agricultural growth and sustainable employment creation for marginal and small farm households with enhanced food security in CHT; and ii) Hill District Councils with enhanced capacity to manage transferred agricultural services in line with CHT Peace Accord.* The project interventions suggest that adult agricultural education leads to increased productivity and profits – thus, contributing towards empowerment of marginal and small farmers and thereby enabling them to be better in charge of their lives and circumstances. Moreover, increased capacity of local institutions in terms of Hill District Councils (HDCs) will make them better at handling agricultural services in line with the CHT Peace Accord. Implementation of Farmer Field School and relevant arrangements are key target of AFSP III.

Under overall supervision of the District Officer-AFSP and inclose coordination with Admin/Account section of the RHDC and guidance of Finance Section from SID-CHT, UNDP, the **Finance and Admin Assistant will be responsible** for maintaining all documents related to Finance and Admin of the project implemented by RHDC. These include but not limited to maintain issue and receipt register store management, stock register, writing cash book, maintain cheque/DD. S/he will also be responsible for maintaining cash allotment registers and prepare the salaries and different bills. Perform any other duties/assignments as and when required by the project.

**Required Qualifications and Experiences:**

<b>Education:</b>	B Com.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience in administration and accounting work;</li> <li>• S/he should have clear concept on receipt register, store management, stock register, writing cash book and ledger, maintain cheque/DD.</li> <li>• S/he will also have expertise on maintaining cash allotment registers and prepare the salaries and different bills and financial reporting.</li> </ul>
<b>Language Requirements:</b>	<ul style="list-style-type: none"> <li>• Excellent Bangla and English written</li> </ul>

