



## FELLOWSHIP TERMS OF REFERENCE

### I. IDENTIFICATION OF THE POST

Title: Fellow  
 Sector of assignment: Finance  
 Organizational unit: UNDP China – Finance Team  
 Country and Duty Station: China, Beijing  
 Fellowship duration: 6 months with possible extension to 12 months  
 Supervisor’s name: Rongfang Zhang  
 Supervisor’s title: Finance Analyst

### II. CORPORATE BACKGROUND:

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals (SDGs).

### III. FELLOWSHIP OFFICE BACKGROUND:

United Nations Development Programme (UNDP) in China is the China country office of the United Nations Development Programme – the global development network of the United Nations. UNDP has been working in China over the past 44 years, partnering to advance various phases of China’s development.

We provide development advisory services and implement projects through innovation and applying our international experience and network in three pillars: supporting China’s transformation to a low-carbon economy so that more people enjoy a cleaner, healthier environment; facilitating China’s shift to using the SDGs as a standard for its inclusive development, economic decisions and investments, and supporting China’s international cooperation and south-south engagement for SDG attainment.

*Fellowship Scope:* The Fellow will have the opportunity to work closely with the *Finance Team* in the provision of services to UNDP and other UN organizations in China to operationalise the work programme to accelerate the SDGs in China.

The Fellow position will offer valuable exposure to the provision of high quality and efficient financial service delivery and hands-on experience in finance related activities, analysis and other financial processes that provide valuable insights and support decision-making processes.

### IV. DUTIES:

The Fellow will assist in the following duties and responsibilities:

No	Duties and responsibilities	% of time
1	Audit and Assurance activities  UNDP implements Audit and Assurance rules and regulations following the Harmonized Approach to Cash Transfers (HACT) framework, which is a risk-based management approach on implementing partners who engaged in UNDP projects at local level. The HACT framework consists of four processes: macro assessments, micro assessments, cash transfers and disbursements, assurance activities.	70%

	<p>Key Tasks and Responsibilities of the Fellow:</p> <ul style="list-style-type: none"> <li>• Assist in the preparation and coordination of the planning phase: collection and consolidation of the data and updating on system.</li> <li>• Assist to follow up the audit and assurance activities phase: support in the communications with auditor and programme team to update status of audit findings and observations.</li> <li>• Assist in the preparation and uploading of the data and reports to the system.</li> <li>• Assist to ad hoc tasks relating to audit and assurance activities.</li> </ul>	
2	<p>Finance and accounting responsibilities</p> <p>The Fellow works to support the <i>Finance Team</i> in the day to day financial management and operational related issues and supports engagement with the operations, programme and project teams in the country office, UNDP Global Shared Services Center, and the UNDP Regional Bureau for Asia and the Pacific.</p> <p>Key Tasks and Responsibilities of the Fellow:</p> <ul style="list-style-type: none"> <li>• Assist in the processing of financial transactions as assigned by the Finance Officer.</li> <li>• Assist in the preparation of budget and other financial data analysis as assigned by the Finance Officer.</li> <li>• Assist to ad hoc tasks relating to finance and accounting activities.</li> </ul>	25%
3	<p>Other:</p> <ul style="list-style-type: none"> <li>• Support other/ad hoc activities as relevant and needed in the Finance Team.</li> </ul>	5%

## V. REQUIREMENTS AND QUALIFICATIONS

### Education:

Candidates must meet following educational requirements:

- Postgraduate students with major in Accounting, Finance, Business Administration will be given due consideration.

### IT skills:

- Knowledge and a proficient user of Microsoft Office productivity tools.

### Language skills:

- Excellent oral and written communication skills in Mandarin and English are required.

### Other competencies and attitude:

- Interest and motivation in working in an international organization;
- Good analytical skills in gathering and consolidating data and research for practical implementation;
- Outgoing and initiative-taking person with a goal-oriented mind-set;
- Communicates effectively when working in teams and independently;
- Good in organizing and structuring various tasks and responsibilities;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Responds positively to feedback and differing points of view;
- Consistently approaches work with energy and a positive, constructive attitude.