

**TERMS OF REFERENCE**  
**Junior Clerk to support Operations**

<b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>	
Hiring Office:	UNFPA Pretoria
Purpose:	<p>1) The South African Revenue Services (SARS) requires that UN Agencies physically submit supporting documents including copies of invoices, proof of payment and copies of contracts where applicable with all the VAT claims. UNFPA Country Office has not been able to submit VAT claims from February 2020 to date because of the remote working modality. UNFPA Headquarters requires all Country Office to close the accounts at year end.</p> <p>The purpose of the assignment is to print, collate, and review, all supporting documents, and to submit to SARS for refund all outstanding VAT balances from February 2020.</p> <p>2) Any other Financial and Operational Support</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p><b>Vat Claims and Other Operational Support</b></p> <ul style="list-style-type: none"> <li>◆ Print VAT invoices per GL.</li> <li>◆ Attach Proof of payments to invoices</li> <li>◆ Review Invoices for compliance with SARS requirements.</li> <li>◆ Contact suppliers to revise non-compliant Invoices.</li> <li>◆ Capture the VAT information on the working document.</li> <li>◆ Compile the VAT file and VAT201 for submission.</li> <li>◆ Any other Financial and Operational Support</li> </ul>
Duration and working schedule:	The assignment will start on 8 November 2021 to 31 December 2021
Place where services are to be delivered:	The Junior Clerk will work from UNFPA Country Office, Pretoria.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>8 November – 31 December 2021.</p> <p>Monthly report on tasks and results based on a daily log.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The Junior Clerk will work under the supervision of the Administrative Analyst and overall guidance of the Assistant Representative .
Expected travel:	Not Applicable. There is no anticipated travel
Required expertise, qualifications and competencies, including language requirements:	<p>The following competencies and qualifications are required:</p> <ul style="list-style-type: none"> <li>▪ Completion of High School Education;</li> <li>▪ At least 1 year of finance and/or administration experience;</li> <li>▪ Under graduate education is an advantage;</li> <li>▪ Strong interpersonal and organizational skills;</li> <li>▪ Computer literacy in MS Office applications;</li> <li>▪ Good communication skills.</li> </ul> <p><b>Languages:</b></p> <ul style="list-style-type: none"> <li>▪ Fluency in oral and written English.</li> </ul>

	<p><b>Functional Skill Set:</b></p> <ul style="list-style-type: none"> <li>▪ Organising documents, correspondence and reports</li> <li>▪ Planning, organizing and multi-tasking.</li> </ul>
<p>Other relevant information or special conditions, if any:</p>	<p>The deadline for applications is 03 November 2021, 5 pm South African time.</p> <ul style="list-style-type: none"> <li>▪ Submit your application with a detailed Curriculum Vitae (CV) and motivational letter to <a href="mailto:zaf.admin@unfpa.org">zaf.admin@unfpa.org</a>. Please specify in the email subject "Junior Clerk".</li> <li>▪ UNFPA does not charge a fee at any stage of its recruitment process (application, interview, processing, training) or other fee, or request information on applicants' bank accounts.</li> <li>▪ UNFPA will only respond to those applicants in whom the Country Office has further interest. In the event that UNFPA does not contact you by 05 November 2021, please consider your application unsuccessful.</li> </ul> <p>The Consultant Fee will be at R16762  <b>COA: ZAF05PSP, ADMIN COSTS</b></p>
<p>Signature of Requesting Officer in Hiring Office:</p>  <p>Date:</p>	