

## 8. ADMINISTRATION AND FINANCE

### Mandate and Responsibilities:

- prepare budget and ensure control of expenditures
- handle all staffing and training requirements
- provide all communication and telecommunication requirements
- manage the official gifts programme
- manage the private sector sponsorship programme
- goods and services procurement
- provide contracting services for the office
- set up, administration and closing down of Task Force office(s), including all related support, security and equipment requirements

### Possible Organization: (see organization chart on next page)

The Finance and Administration division can be organized and staffed as four separate sections, with qualified and experienced staff heading each section. One should be designated as a deputy to the Director. There should be a Finance Officer, on staff at the outset, thoroughly knowledgeable about the host government's financial management systems.

- i. The Administration section is responsible for the procurement, printing, property, supplies, office set-up, and all administrative services, including the management of records.
- ii. The Personnel section is responsible for all staffing and training matters, and for advice and assistance in the drawing up of personal service contracts.