Annex 4: Delegation of Authorities and Responsibilities

version 20210121

ICF - UNDP Eswatini - effective 01/2021

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			Resident Representative	Deputy Resident Representative	Economics Adviso	Operations Analyst	Prog Analyst E & CC	Programme Specialist , NOC	Prog Analyst, NoB	Prog. Analyst HoS	Prg Analyst HoE	Prog. Analyst HoE	Prog Mgm't Analyst, NO-B	Prog Fin. G-7	Prog Associate, G-7	Project Coordinator (SC)	Executive Associate, G-6	Procurement Associate, G-6	LSC Teamleader, NOB	Finance Associate G-6	Fin Assistant, G-5	HR Associate, G-7	Conference ssociate, G	ICT Associate, G-7	Head of Office Driver	1
ſ			SM	SM	M2	M2	PM,	РМ, M2,	РМ	GU	GU	GU	Treas	Treas	GU	GU	GU	Buyer	Buyer	Treas,	Treas	G, HR	GU	GU	GU	G
	ATLAS Profile																	AF		GP	GP					
. e	Letters to Government officials (I.e. Ministers and above), Ambassadors, Heads of Missions, UNDP		x	а																						
	Directors and Deputy Directors Letters for lower- level counterparts																									
	Confirmations of employment and																								Ī	
	remuneration VAT refund letters and reports																									
inre	VAT confirmation letters Letters to																									
	customs/for customs clearance Letters to hotels																									
	(reservations) Payment guarantee letters																									
-	Signing Project Documents &		x	а																						
	Amendments Create Project Proposal in Atlas												а	а	x											
	Generate/Approve Award Prepare Projects'		x	x				а	а																	
,	Annual budgets and workplans, budget revisions							x	x				×	x	x					x						
	Review budgets and workplans (Non			x				x					а			а									Ī	
ramme	Atlas) Approval of budgets and workplans (Non Atlas)	,	x	а																						
	Send Budgets to KK (after approval by			x	а																					
	Signing Cost-Sharing		x	а																						
	Agreements Upload of Cost- Sharing Agreements in DMS														x					а						
	Approval of Cost- Sharing Agreements in DMS			а		x		x																		
	Signing MOUs Signing Expressions of Interest (for		x	x																						
	Grants) Signing Micro- Capital Grants		а	x																						
	Agreements CDRS certification Project Quality		x	а																						
ŀ	Assurance NEX certifications		a x	x a																						
	Spot Checks HACT Processing project												x	x x x	x x x					x						
-	closure in Atlas Sign local Letters of Appointment (FTA&TA) & approve		x										^	^	^					^						
	extension/terminati Sign Service Contracts & approve		×	×																						
ł	extension/terminati on Position administrator																					x				
~	Leave Monitoring Leave/absence		x	x	x	x	x	x	x													x				
- [Approval HR hiring, benefits & entitlements																					<u> </u>				
	Approval of overtime requests & reports		x	а																						
	Financial Disclosure Focal Point					x																•				
	Global Payroll Administrator Approval of Salary																			x	x					
	Advances Global Payroll Disbursing Officer		а	x a		x																				
	Signing solicitation documents, approve Sourcing Events in e-	all amounts		x																						
,	Tendering, approve evaluaiton committee																									
	Create e-Requisition in Atlas Approve e-	All						x	x						x	x							x			
	Requisition in Atlas Create/Modify Vendor	GSSU																								
	Approve Vendor Vendor Focal Point Signature and	GSSU				а												x								
ľ	Approval of	<\$50K	×	x		а																				

1	Create PO	All amounts			1										x	x					I
		<\$10k		а		x									^	^					
	Approve PO	<50k All	x x	x																	
	Create Receipts for Goods & Services (incl. upload to DMS when required)										x		x						x		
	Create Travel Req/Req for Travel-											x						x			
Travel	paper / Claims Certifying TR/RfT-					x		x													
	paper form / Claims Verify Travel Req/Req for Travel- paper / Claims																				
	Approve TR/RfT- paper form / Claims		x	x	x																
	Create NonPO/PO payments										x						x	x			
	Create Journal Voucher (APJV)									x	x						x	x			
		<2.5k		х		а	 			 											
	Approve NonPO payments & Journal Voucher (APJV)	<30k		x		а															
		All	x	x																	
	Run Paycycle Prepare bank									 а	а						x x	x x			
	payments						 			 							×	x			
Finance	Bank Signatory panel (incl. currency exchange in local	1st Sign	x	x		×															
	bank)	2nd Sign				×		х													
	Bank Reconciliation																				
	Approval / signature of B2B report		x	x																	
	Create GLJE Approve GLJE		x	x		а				х	х						х	х			
	Cash management		×	x		a															
	(deal approval) Cash management (cash transfer		x	x																	
	approval) Signature of invoices		^			а															
	issued by CO Account Receivables			x		a	 			 	60						со	со			
	Management (Issue/Apply Deposit) in Atlas	GSSU GSSU									CO PAPERW ORK						PAPERW ORK	PAPERW ORK			
	Approval (posting) of Applied AR in Atlas	GSSU																			
	Budget Override requestor																x	x			
-	Budget Override approver		×	а																	
Prog/Fi	implementing partners (NEX Advance monitoring/ UN Monitoring and Management of advances issued to Agency transfers monitoring)									а											
	Physical Inventory count coordinator																	x			
1	Inventory Focal Point														x	а					
Asse ts	Inventory Manager						x								v						
1	Asset Focal Point Asset Verification														×						
1	Coordinator Asset Manager					x												x]
1	Assets Disposal		x	а		^														 	
Custo dian	Approval Official Stamp Custodian					а								x							
	Petty Cash Custodian										x						а				
	Safe custodian																	х			
Argu s	Argus Requestor					x x															
	Argus Focal Point				<u> </u>																
	Approve Atlas Profiles (ARGUS)		x	а																	