

## Job Description

### Administrative and Finance Officer

#### ***Project to support the INTRANT in promoting sustainable urban mobility in the Dominican Republic***

#### **I. General Information**

Location	Santo Domingo, Dominican Republic
Mission Start Date	March or April 2026
Mission Duration	12 months, renewable
Contract Type	Depending on the profile – Full-time
Project Reference	24DDU0C193

#### **II. Context and justification**

##### **1. Context**

Investing in safe and sustainable urban mobility is a strategic priority for the Dominican government, as it entails significant economic, environmental, and social stakes. Traffic congestion in urban centres is estimated to cost the Dominican Republic USD 300 million annually, and the country also suffers from the world's highest rate of road traffic accidents. The transport sector is also the second-largest source of greenhouse gas (GHG) emissions in the country (21% of total emissions) and is highly vulnerable to the impacts of climate change. Private vehicle use is growing exponentially and accounts for 56% of transport-related GHG emissions. In its Nationally Determined Contributions (NDCs), the Dominican Republic has committed to reducing its GHG emissions by 27% by 2030.

Since 2005, the country has made significant investments in a public transport network, starting with the creation of the OPRET (Oficina Para el Reordenamiento del Transporte) and the adoption of the first underground master plan, followed by the construction of underground and cable car lines. Governance of the land transport sector was institutionalised in 2017 through Law 63-17 for the organisation of sector if which organizes around urban mobility, land transport, and road safety. This law established the National Institute of Land Transport (INTRANT: *Instituto Nacional de Tránsito y Transporte Terrestre*) as the national authority responsible for centralizing and streamlining policy and regulatory frameworks for land transport. In 2019, the INTRANT led the development of the Sustainable Urban Mobility Plan (PMUS) for Greater Santo Domingo, with support from the MobiliseYourCity Partnership, and is currently in charge of its implementation.

In addition to large infrastructure projects, improving governance and sector coordination remains a major challenge to support the transition to a more sustainable and inclusive mobility. Today in the Santo Domingo metropolitan area, 42% of daily trips are still made using private vehicles, versus 36% using public transport (including 9% via metro), 21% on foot, and less than 1% by bicycle. Informal transport (motorcycle taxis and minibuses) also plays a significant and growing role in the transport offer, raising issues related to formalization (e.g., bus corridors) and integration with the public transport system (e.g., motorcycle taxis).

Since 2021, the French Development Agency (AFD) has been implementing a European Union-funded program to support INTRANT in executing the PMUS (the "AIPMUS" program), with completion scheduled for 2026. Technical assistance is provided by EGIS, and the program includes strategic studies for the implementation of the PMUS in Greater Santo Domingo (transport network planning, feasibility of new lines, fare integration, etc.).

A second EU-funded program, "Sustainable Urban Mobility for the Dominican Republic", was launched in 2025. It continues the work of the AIPMUS program by providing ongoing support to INTRANT and preparing major infrastructure investments, while also expanding support to other key transport institutions (OPRET and FITRAM).

## 2. Project Description

As part of this second program, Expertise France is implementing the component dedicated to supporting INTRANT in its mission to foster sustainable and inclusive urban mobility in the Dominican Republic. For this new phase of support to the INTRANT, emphasis is placed upon the continuation and operational implementation of the AIPMUS studies, as well as the technical and institutional capacity building.

The project has three main objectives:

1. Support the INTRANT in its mission of coordination and integration of urban transport systems;
2. Assist the INTRANT in accompanying municipalities in managing public spaces to promote active mobility;
3. Strengthen the INTRANT in its organizational structure, its technical capacities, and its role of overseeing sustainable, inclusive, and gender-sensitive urban mobility.

To carry out this project, Expertise France is mobilising the expertise of Codatu, an international NGO specializing in sustainable urban mobility in the global South.

## 3. About Expertise France

Expertise France is the French public agency for international technical cooperation, and a subsidiary of the French Development Agency (AFD Group). It designs and implements projects that sustainably strengthen public policies in developing and emerging countries. The agency operates in key development sectors such as governance, sustainable development, security, health, and education, and works alongside its partners to help achieve the Sustainable Development Goals (SDGs).

### III. Mission Description

To support the implementation of this project, Expertise France will set up a project team based in Santo Domingo, within the offices of the INTRANT. The project team will be led by the Project Manager and supported by a Mobility Officer and the administrative and finance officer. Short-term experts will also be mobilised throughout the project and will contribute to the realisation of the project activities.

Under the supervision of the Project Manager based in Santo Domingo, the Admin and Finance Officer will be responsible for ensuring the proper application of administrative and financial procedures. He/She will ensure the functional coordination of activities and support the project team in implementing project tasks. He/She will work in close collaboration with the project officers supervising the project from the Expertise France headquarters in Paris, and will also count on support departments from headquarters (particularly the financial, legal, and security departments) to help fulfill his/her responsibilities.

The Admin and Finance Officer will be responsible for the following tasks:

#### 1. Financial, Budgetary, and Accounting Management

- Contribute to the development of the annual budget, propose budget execution forecasts for the project, and consolidate monthly budget forecasting exercises;
- Monitor project budget consumption, ensure effective cost control, alert in case of potential overruns, and propose cost-optimization solutions as needed;
- Manage local cash flow (in accordance with established procedures and tools: project bank card, local bank account, or project petty cash): prepare payment authorizations, submit fund requests, update and monitor the cash flow management file, etc.
- Prepare payments: issue and validate Expertise France Payment Orders, record expenses, track payments, and archive supporting documents;
- Review and validate expenditure commitments, ensuring compliance with internal and donor rules;
- Perform monthly bank reconciliations and cash counts, close monthly accounts, and send accounting packages to headquarters;

- Create, maintain and regularly update the financial monitoring tool; comply with internal (semi-annual and annual closures, budget forecasts) and external (annual and final financial reports) reporting requirements;
- Perform monthly reconciliations between the accounting software (Sage X3) and the financial monitoring tool, analyse discrepancies, and initiate any necessary corrections in coordination with the Financial Affairs Department;
- Ensure the accurate and timely completion of the project's semi-annual and annual financial closures;
- Manage the annual and final financial audits.

## **2. Public procurement**

- Under the supervision of the project manager, prepare and monitor the procurement plan (provision of goods, services, expertise, etc.) and ensure proper application of procurement procedures in coordination with Legal Affairs;
- Support procurement processes: draft tender documents, procurement timelines;
- Ensure the publication of calls for tenders in accordance with validated procedures and monitor the competitive bidding processes;
- Participate in bid evaluations and provider selection committees; draft contracts and prepare award reports
- Enter contract data into the internal management software, monitor contract implementation, prepare amendments, and ensure proper contract closure.

## **3. Administrative and Logistical Management of the Project and Office**

- Contribute to the development and updating of the project procedure manual and management tools, ensuring their proper application by the project team;
- Coordinate the archiving (both physical and digital) of project documents and ensure the proper management of administrative and financial documentation;
- Oversee administrative and financial needs of the field office, in coordination with other internal services at Expertise France;
- Participate in project review exercises;
- Manage administrative tasks related to local staff: draft job descriptions, organize recruitment processes, monitor the salary portage contract, leave, payroll, and social security contributions;
- Ensure compliance with the project's legal and operational framework (e.g., administrative registration, tax exemption, etc.);
- Coordinate logistical arrangements for project team and expert missions (including booking tickets, arranging vehicles, requesting long-term/short-term visas), in coordination with the Operations Security Department when necessary;
- Oversee the logistical organisation for meetings, events, and workshops for the project;

- Support the scheduling of appointments and meetings, calendar management, and drafting of correspondence;
- Manage the daily operations of the project office, including stock control, procurement of equipment, software, and office supplies, and participation in project asset inventory exercises.

#### **4. Cross-Cutting Responsibilities**

- Ensure compliance with internal accounting, financial, and legal procedures;
- Support and train the project team in adopting procedures and tools, while being proactive in suggesting improvements to these procedures.

This list of tasks is non-exhaustive. The Admin and Finance Officer is responsible for the proper administrative and financial management of the project and may be required to perform any additional tasks necessary for the successful execution of the project.

### **IV. Required Profile**

#### **1. Qualifications and Skills**

- Master's degree in Management, Administration, Finance, Economics, International Cooperation, or related field;
- Solid understanding of accounting principles;
- Strong ability to analyse financial data and deliver actionable recommendations;
- Proficiency in document filing, archiving, and project documentation management;
- Advanced skills in office and technical software (e.g., Microsoft Office Suite, Excel, etc.);
- Fluency in Spanish (written and spoken) is required, along with proficiency in either English or French.

#### **2. Professional Experience**

- At least 5 years of experience in the administrative, financial, and contractual management of cooperation projects; international experience is a plus;
- In-depth knowledge of international project management fundamentals, particularly administrative, financial, and legal aspects;
- Expertise in public procurement processes is a significant advantage;
- Familiarity with Expertise France procedures is an asset.

#### **3. Interpersonal and Soft Skills**

- Ability to prioritize and manage multiple tasks simultaneously;
- Strong organizational skills, accuracy, and attention to detail;
- Availability, flexibility, and autonomy;

- Teamwork and coordination skills with excellent interpersonal abilities;
- Diplomacy, patience, and adaptability;
- Sensitivity to human resources and project logistics management.

## V. Practical Information

### 1. Application Documents

- CV
- Cover letter
- Contract details of 3 relevant professional references

### 2. Mission Location

INTRANT Office: F3PF+XR6 frente al Estadio Quisqueya, C. Pepillo Salcedo, Santo Domingo, Dominican Republic

### 3. Projected Timeline

- Project launch: September 2025 (48-month duration).
- Preferred start date: As soon as possible from March or April 2026

### 4. Additional Information

- Contract Type: Depending on the profile
- Salary: Depending on the profile
- Application Deadline: 09/03/2026

We reserve the right to finalize the selection process before the application deadline if a suitable candidate is identified

The selection process will consist of two phases:

- In the first phase, a shortlist of candidates will be created at the discretion of Expertise France.
- In the second phase, shortlisted candidates may be invited for an interview.

If you do not receive a response within 5 weeks, please consider that your application has not been successful. Interested candidates are encouraged to submit their applications as soon as possible, as Expertise France reserves the right to conduct the preselection before the application deadline.