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Interoffice Memorandum

To: Michael Sembenombo
Project Manager (DRM)

Date: 3 January 2019

Copy: Dang Thi Hien, Operations Manager

From: Tracy Vienings *Tracy Vienings*
Resident Representative, a.i

Subject: **Delegation of Authority**

As described in Programme and Operation Policies and Procedures (POPP) and UNDP's Accountability Framework, each individual in UNDP are accountable to the organization for expected ethical and professional conduct, and to their managers on how they discharge the authorities conferred. The corporate Internal Control Framework provides a clear delineation and the description of roles undertaken by personnel holding a variety of positions.

In accordance with your job description, position, qualifications and competencies required for your work, it gives me pleasure to confer and delegate the following authorities, responsibilities and accountabilities of your role:

Roles and responsibilities	Description
<i>ATLAS profile 1</i>	<i>Project Manager</i>
Authority Level	First authority
Brief description of Profile	Management of Budget/ Commitment/ Disbursement; Receipt of Goods/ Services; Opening and Closing of Project
Areas of Responsibility	Project Management
Additional Roles	N/A
Brief description of role	As above
Exception	N/A

Please review the Operational Guide of The Internal Control Framework, for further information on your responsibility, authority and accountability. Moreover, you are also requested to review the

sections of POPP on Programme & Project Management, Financial Management, Contract and Assets Management and other chapters as required.

This delegated authority is coterminous with the duration of your current Contract or if superseded by me in writing or persons appointed as Head of Office. This delegated authority cannot be further re-delegated or transferred by you to other persons, as stipulated under UNDP's Financial Rule 122.01. Any exceptions must be approved by the comptroller, based upon full justification and the application of compensating control by the Country Office. Should you be on leave or away from the duty station and receive a request to carry-out electronic transactions on behalf of the office – within your accountability framework and this delegation of authority – please inform your immediate supervisor in writing. Should you not be in a position to carry out your role and responsibilities, it is incumbent upon you to inform me in writing.

Please signify your acknowledgement and agreement to assume these roles and responsibilities by signing below. I wish you all success in carrying out your tasks in line with the UN core values of integrity, respect for diversity, and professionalism.

Thank you

I, Michael Sembenombo, understand the roles that are transferred to me as prescribed in this delegation of authority, and hereby convey my agreement to undertake the function in accordance with this memorandum.



Signature

Date