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Project Fiduciary Management Unit
Ministry of Finance
13 Howe Street
Freetown
Sierra Leone

GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Financial Management Specialist for the Sierra Leone Skills Development Project.

Background

The Government of Sierra Leone has received a grant of \$20m from the World Bank toward the cost of a Skills Development Project. The project focuses on increasing access to quality skills provision and will contribute to improving Sierra Leone's Economic Competitiveness and the promotion of sustainable and inclusive development. The project will finance demand-skills upgrading to selected training institutions and businesses in the productive sectors and building a foundation for a demand-led skills development system through (a) establishment of an integrated skills information system to support evidence-based analysis and policy development and (b) piloting the accreditation of skills training programs with the participation of industries in the country. It will also support the building of social protection systems, provide institutional support to national structures and finance effective national coordination of social protection interventions and initiatives. The Project Development Objective is to establish the key building blocks of basic national safety net system and provide income support to extremely poor households in Sierra Leone. The Skills Development Project is implemented by the Ministry of Technical and Higher Education in collaboration with the Skills Development Fund Secretariat, National Council for Technical Vocational and other Academic Awards (NCTVA), Project Fiduciary Management Unit in the Ministry of Finance and the National Youth Commission.

Objective

The main objective of the services under this TOR is to contract an experienced person who will provide Financial Management related services in the funding of works, goods and services under the project, in accordance with the Sierra Leone and World Bank Financial Management and Consultants' Guidelines and Grant provisions.

Scope of Assignment

The consultant shall prepare and provide assistance to the Project Fiduciary Management Unit, Skills Development Fund Secretariat(SDFS) and Ministry of Technical and Higher Education(MTHE) in the preparation/updating of the Annual Work Plan (AWPB) and budgets in the required format for submission to the World Bank and also shall provide managerial advice to the MTHE &SDFS to ensure that budgets of all works, goods and services are undertaken in accordance with the approved AWPB. In the preparation of the AWPB, the consultant shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria. The consultant will be fully responsible for all financial management aspects and ensure timely delivery of the below FM related activities, tasks and deliverables for the project.

Tasks and Responsibilities

- (a) Comprehensive and accurate preparation and timely submission of quarterly IFR and other relevant reports to the PFMU and MTHE and the Bank for monitoring of the project
- (b) Building of the Fixed Assets Register to International best practice
- (c) Ensure compliance with the Bank's Procurement Guidelines and processes
- (d) Ensure correct and timely submission of Withdrawal applications and Audit reports
- (e) Review and design internal control system that will strengthen the control procedures and approval procedures, segregation of duties, roles and responsibilities, reconciliation procedures, procedures for verifying delivery of goods and services, invoice verification procedures, payroll controls, retirement of advances controls and imprest procedures.
- (f) Support the Head of Finance in the preparation of periodic reports and financial statements as per the reporting requirements of the World Bank and the Government of Sierra Leone
- (g) Review cash books and bank reconciliation statements on a monthly basis and resolve any issues arising on the bank reconciliation statements.
- (h) Processing of payment requests on daily basis.
- (i) Facilitate payment of DSA, fuel etc. for implementation of project activities and ensure that advances are retired appropriately and on time
- (j) Ensure that all payment documentations are in order and in accordance with any special requirements of the World Bank and the Government of Sierra Leone
- (k) Support in the preparation of cash forecast and Withdrawal Applications for replenishment of project funds.
- (l) Participate in bid openings and proposal evaluations as and when required
- (m) Review fuel chits issue and monitor fuel usage for replenishment on a regular basis
- (n) Manage a fixed assets register on regular basis and ensure verification of fixed assets of projects are done regularly
- (o) Attend project management meetings, conferences or workshops and provide financial management updates on projects as and when required
- (p) Any other duties as directed by the Head of Finance and Team Lead
- (q) Carry out other relevant duties that may be assigned by the Project Secretariat Coordinator with the approval of the Permanent Secretary of the Ministry.

General Deliverables

1. Monthly Financial Management and Internal Controls Reports submitted
2. Prepared Withdrawal Applications for the project
3. Quarterly Interim Financial Reports (IFRs) on the Skills Project produced

Component Specific Deliverables

4. Quarterly Financial Management Report on all Components
5. Returns for advances made to components collected and reviewed

Duration of the services

The duration of the assignment is for an initial period of One (1) year and upon performance and business need, extension can be reviewed.

Minimum Education and Experience

- Master's Degree in Accounting, Finance, Business Administration or a qualified accountant with a professional qualification obtained through ACCA, CIMA or any other related accounting professional body.
- Minimum of 4 years' experience in finance functions in reputable organization, Government Agency or donor funded projects environment and strong familiarity with the operational procedures of the World Bank, Africa Development Bank and other development partners
- Ability to understand procedures, rules and guidelines relating to donor funded project financial management and reporting
- Ability to produce quality reports for development partners
- Strong verbal and written communication skills in English
- Proven competence in the use of computer software applications including Microsoft word, excel and power point

Mode of Application

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

The Team Lead
Project Fiduciary Management Unit
Ministry of Finance
13a Howe Street Freetown
Freetown, Sierra Leone
Tel: +23276672186

E-mail application as attachment (including all supporting documents)

to: skillsdevelopmentprojects1@gmail.com.

All applications must be submitted electronically. Please indicate clearly in the email subject heading and attachment the position for which application is made.

Closing Date:

The Closing Date and time for receipt of applications is **Tuesday 6th October, 2020 at 11:00 a.m GMT.**

Only short-listed candidates will be contacted

