



GOVERNMENT OF SIERRA LEONE

**VACANCY ANNOUNCEMENT FOR THE POST OF A STENOGRAPHER AND
PUBLIC FINANCE CONSULTANT- 5th December 2023**

The Government of Sierra Leone has received funding from International Development Association IDA of the World Bank towards the cost of Accountable Governance for Basic Service Delivery Project and intends to apply part of the proceeds of the funding for eligible payment under the contract for the Hiring of a Stenographer and Public Finance Consultant to enhance the staffing capacity of the public accounts' secretariat at the Public Accounts Committee of the Parliament of Sierra Leone

The main objective of the assignment is to improve external oversight of local government through (a) strengthening the capacity of Audit Service Sierra Leone (ASSL); and (b) strengthening the capacity of the Public Accounts Committee Secretariat to carry out its functions (PAC)

1. THE STENOGRAPHER

The **stenographer** will carry out the following activities:

- Maintaining the record of motions and votes and organizing the taking of minutes;
- Serving as contact for distributing information to the committee. S/he assist to drafts and distributes agendas, background notes, research papers and correspondence to the Committee;
- Assisting to Organize the appearance of witnesses and providing them with a pre-appearance briefing, the agenda and information on an upcoming committee hearing. The clerk is responsible for receiving an order of reference from Parliament and, in conjunction with the chair, ensuring the committee adheres and complies fully with the instructions;
- Logging all documents, materials and correspondence to and from the appropriate ministry or ministries, preparing responses as appropriate and handling enquiries from the public and the media;
- Assisting the Provision of Committee with draft bills, explanatory memoranda and other materials related to the legislative process as well as maintaining records of evidence and committee decisions;
- Assisting in Preparing and monitoring the Committee's budget, managing its finances and ensuring that expenditure claims and other accounts payable are promptly addressed; and
- Performing other duties consistent with the rules as directed by the chair/Clerk on behalf of the Committee.

Expected/ Specific Deliverables/Output for the stenographer

- Some knowledge of interrogation procedures and methods of recording verbatim testimony under difficult and adverse conditions.
- Skill in taking verbatim dictation at a high rate of speed for extended periods of time; ability to type accurate and complete transcription of stenographic notes.
- Shorthand and abbreviations that are designed for rapid transcription, to take notes in order to catch words that are spoken.
- Responsible for recording the proceedings takes the rough transcript and proofreads it before creating a final transcript and committing it to official record.
- Stenographer Consultant must have a good grasp of legal and, for some jobs, medical terminology as well as complete proficiency in the English language to do their jobs to employer standards.
- Assist in reviewing audit reports and the production of suitable briefing materials
- Assist in the production of Committee Report and Production of Minutes

Contract Duration for the stenographer

Contract will be renewed annually upon satisfactory execution of the specific deliverables in this TOR. *The maximum number of years under this contract will be two years, after which the contract will be terminated. The two-year term limit will be determined based on the start date of the first contract term*

Performance Criteria for the stenographer

Upon satisfactory execution of the specific deliverables in this ToR to be determined annually by the Chairman of the PAC.

Reporting, Coordination, Communication and Time Schedules for Reports for the stenographer

The Stenographer will report directly to the Chairman of the PAC and will receive routine tasks and supervision from the Clerk of the PAC.

2. Public Finance Consultant

The **Public Finance Consultant** will carry out the following activities:

- ❖ Conduct orientation sessions for new members of the three committees (PAC, Transparency, and finance)
- ❖ Provide periodic training to PAC, transparency and finance committee members on Public Financial Management topics that are key at local government level
- ❖ Produce learning and knowledge materials to support capacity development of committee members (PAC)
- ❖ Produce specific reports after every audit report submitted by the AG, covering background, highlight critical issues raised in the audit report, recommend questions to be raised by Committee Members during hearings, and document key discussions, findings and recommendations from the PAC hearings.
- ❖ Develop policy documents capturing policy recommendation, plannings and proposed engagement modalities with CSOs on critical issues arising from committee hearings.
- ❖ Produce a simple Excel tracker of PAC recommendations to Local Councils and following up on unresolved PAC's recommendations from 2022 -2023 Auditor General reports
- ❖ Following up on PAC's recommendations
- ❖ Produce periodic Data Sheet of all PAC's Recommendations and ASSL recommendations
- ❖ Production of suitable briefing materials for PAC members and the general public.
- ❖ Assist in the production of any other Committee Reports as requested by the PAC Chairman

Contract Duration for the Public Finance Consultant

Contract will be renewed annually upon satisfactory execution of the specific deliverables in this TOR. *The maximum number of years under this contract will be two years, after which the contract will be terminated. The two-year term limit will be determined based on the start date of the first contract term*

Performance Criteria for the Public Finance Consultant

Upon satisfactory execution of the specific deliverables in this ToR to be determined annually by the Chairman of the PAC.

Reporting, Coordination, Communication and Time Schedules for Reports for the Public Finance Consultant

The Public Finance Specialist will report directly to the Chairman of the PAC. He/She is also required to coordinate with the Members & Clerk of the PAC Secretariat. The Management and coordination on the implementation of the assignments would be done by the Committee Clerk.

The project now invites eligible persons to indicate their interest in providing the above mentioned package of services. Interested persons must meet the following academic and

related experience requirements:

For the Stenographer

Qualifications, Experience and Competencies

- Degree in English Language, Art /Stenography, Higher Diploma in stenography
- Excellent interpersonal and communication skills
- Ability to manage competing priorities and work to tight timelines
- Professional, impartial, non-partisan and fair judgment to issues
- Experience in strong computing software; Microsoft-word, excel and PowerPoint.
- 5 years working experience in related fields

For the Public Finance Consultant

Qualifications, Experience and Competencies

- ❖ Should have at least ACCA at least professional stage & Master's degree in Social Sciences (Accounting and Finance, Economics, Public Administration, Business Administration and any other related field including other professional qualification with ten years post graduate experience in related fields

6. This REoI will lead to the preparation of Short list followed by interviews and contract award

7. Interested persons may obtain **THE DETAILED TOR** via email request or any further information at the address below during office hours from 1000 to 1700 hours Monday to Friday.

Project Management Unit -PFMU-Ministry of Finance
3rd Floor-Sierra Leone Commercial Bank Building
35 Liverpool Street -Freetown, Sierra Leone

Attn: The Procurement Secretariat, PMU

Tel: +232 72-959-482

E-mail: agbsdproject2022@gmail.com

8. Expressions of interest must be delivered in sealed envelope accompanied by up-to-date Curriculum Vitae and supporting documents (*Note: do not send originals*) to:

**The Secretariat,
Project Management Unit -PFMU
Ministry of Finance
3rd Floor-Sierra Leone Commercial Bank Building
35 Liverpool Street
Freetown, Sierra Leone**

Or

By E-mail as attachment (including all supporting documents) to
to: **agbsdproject2022@gmail.com**

Please indicate clearly on the envelope (in the case of hard copy submission) or in the email subject heading and attachment (in the case of electronic submission) the **FULL TITLE** of the post you intend to fill by 1200 hours GMT **on or before 19th December, 2023.**