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Project Fiduciary Management Unit  
Ministry of Finance  
13 Howe Street  
Freetown  
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## GOVERNMENT OF SIERRA LEONE

### VACANCY ANNOUNCEMENT

#### **Recruitment for the Positions of Deputy Project Coordinator, Environmental and Social Specialist, Monitoring & Evaluation Specialist, Procurement Specialist and Financial Management Specialist for the Sierra Leone Digital Transformation Project.**

#### 1.0 BACKGROUND

The Government of Sierra Leone (GoSL) has committed to transforming its economy based on a more inclusive and human-centric digital growth and development approach. A high-level vision for the digital economy is articulated in the new National Digital Development Policy (NDDP) which was approved by the Cabinet in December 2021 setting the GoSL's vision to transform Sierra Leone into an inclusive digital economy and society and to leverage digital technology to support the GoSL to deliver on its national development plan effectively and efficiently. The Sierra Leone Digital Transformation Project (SLDTP) aims to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally. The project will support the development of a strong enabling environment for the nation's digital transformation and digital development agenda as articulated in the National Digital Development Strategy.

#### **2.0 Project Description**

The Sierra Leone Digital Transformation Project (SLDTP) is a five-year International Development Association (IDA)-funded project supported with a US\$50 million grant. The project's main implementing agency is the Ministry of Information and Communications (MIC). The proposed Project Development Objective (PDO) is to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally.

The SLDTP proposes four integrated and mutually reinforcing components, with a fifth component dedicated to contingent response to future emergencies (*Contingent Emergency Response Component, CERC*).

- Component 1 – Expanding Digital Access and Increasing Resilience of the Digital Environment;
- Component 2 – Digital Skills Development and Innovation
- Component 3 - Laying Key Foundations for Digital Government Services and Systems
- Component 4 – Project Management and Implementation Support; and

- Component 5 - Contingency Emergency Response Component (CERC).

The proposed activities integrated into Components 1, 2, and 3 are designed to support the Government in building resilient and inclusive policies by strengthening its legal and regulatory frameworks, scaling up the citizen-centric digital public service delivery by reinforcing the government portal and relevant MDAs capacity. By enhancing the service delivery infrastructure and platforms, the project will support ensuring continuity of public services in times of crisis.

The Deputy Project Coordinator will support the Project Coordinator in the overall administration, and coordination of the project components implementation, ensuring that (i) all components are being implemented effectively, (ii) the beneficiaries are well involved in all project activities, (iii) the PCU effectively reach out and coordinate relevant stakeholders, and (iv) the Project Development Objectives are achieved.

#### **A. DEPUTY PROJECT COORDINATOR**

The Deputy Project Coordinator will work under the guidance and supervision of the Project Coordinator in the Project Coordination Unit (PCU). S/he will support the Project Coordinator to ensure that all project activities are conducted in accordance with the World Bank project guidelines/regulations and procedures agreed between the World Bank and the Government of Sierra Leone in an efficient and accountable manner.

#### **DUTIES AND RESPONSIBILITIES**

The overall responsibility of the Deputy Project Coordinator is to execute the full scope of the services as detailed below.

*(1) Support Project Coordinator in project implementation and management:*

- Supervise other PCU technical staff to ensure that each staff task, and that assigned by the Project Coordinator is performed efficiently.
- Tracking the project work and budget plan on a regular basis (monthly/quarterly/annually)
- Ensuring the smooth and unhindered implementation of all project components and addressing issues/challenges associated with project implementation.
- Ensuring that project implementation is in compliance with the stipulations of the project agreement and other obligatory documents.
- Preparing for monthly Project Status Report (PRS) for review by Project Steering Committee, and quarterly consolidated Project Progress Report to the World Bank Task Team.
- Assisting external consultants in ensuring the performance of all specialized Digital Transformation related surveys, studies and feasibility studies and analysis as required.

- Tracking and monitoring results of end beneficiaries against targets in accordance with the Project Results Framework and M&E guidelines as specified in the Project Implementation Manual (PIM)/ Project Operation Manual (POM) and take corrective actions as needed.
- Reviewing relevant project/technical documentation, including vendors and service providers reports and documentation from beneficiary institutions
- Managing all the professional aspects of the project's activities which include, but are not limited to:
  - Review of documents and activity deliverables
  - Quality control of various tasks and outputs under the Projects, including consultancy assignments, preparation of bid documents, procurement, contract awards and payments, in-house and external activities;
  - Preparation for project briefs, work and budget plans, and other working documents as required under the project financing agreement
- Preparing for and seeking of necessary World Bank clearances for project activities prior to their execution
- Drafting Managerial Matrix and Performance Tracking Table (PTT) as requested by the Ministry of Information and Communications (MIC) and the Chief Minister - State House
- Carrying out any other related duties as may be directed by the Project Coordinator.

*(2) Supervise Performance of Project Consultants and Contractors and Quality Control of Deliverables*

- Supervising selected consultants and contractors
- Ensuring the compliance of project activities with agreed performance standards;
- Reviewing of Consultants' reports and appraisal of agreed projects deliverables;
- Participating in the review and quality assurance of goods and services delivered under the project

*(3) Lead Internal and External Coordination:*

- Help prepare and follow through a phased programme of action to ensure coordination of efforts in implementing SLDTP under the broader digital transformation agenda in Sierra Leone
- Participating and providing sound technical advice in all technical meetings related to all projects' components at both ministry and agency levels
- Convening bi-weekly coordination meetings within the coordination unit to review progress of the projects' activities and prepare weekly briefs on the progress
- Organizing regular project team meetings (e.g bi-weekly) and monthly meetings with the SLDT Management Team and Technical Lead Agencies (TLAs)—MIC technical teams (eGovernment, Cybersecurity), DSTI, NATCOM, and UADF;

Support coordination of Project Steering Committee, Technical Committee, and other beneficiaries meetings

## QUALIFICATIONS AND OTHER REQUIREMENTS

### **a. Academic Qualifications**

Candidates for the position of Deputy Project Coordinator should have a strong knowledge of Project Management and general knowledge of Information and Communications Technology. The prospective candidate should have:

The Deputy Project Coordinator should hold a Masters' Degree or equivalent in Information Technology, Engineering, Business Administration or related. An advanced degree in project management and/or Information Technology or any related discipline will be an added advantage.

He/she must have attained a minimum of ten (10) years of practical experience in the areas of Project Management, Information Technology/Systems Management. Project Management experience in Sierra Leone or other African countries would be plus.

### **b. Knowledge, Skills, and Abilities Requirements**

- Good knowledge of World Bank funded project (including procurement guidelines, financial management, Environment and Social Framework (ESF))
- Considerable knowledge of IT Enabled Services and eGovernment applications, architecture and infrastructure
- Working knowledge of personal computers including word processing, presentation, and spreadsheet applications
- Proven experience in coordinating, cooperating and negotiating with high level Government officials, donor partners and multitude of local stakeholders.
- Ability to handle stakeholders tactfully, courteously, and diplomatically
- Ability to establish and maintain effective working relationships with project team members, MIC and World Bank staff, vendors and the public
- Reputable person with good characteristics, knowledge, skills and proven capability in Ministry, Department and Agency planning, development, and government policy formulation.

To ensure impartiality, the Deputy Project Coordinator must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

## TIME SCHEDULE

The assignment is expected to start on December, 2022. It will cover a period of one year in the first instance renewable for additional years subject to successful appraisal of performance at the end of each term. Intermediary performance evaluations will be conducted on a bi-annual basis. The Deputy Project

Coordinator will be located at the PCU office in the Ministry of Information and Communications Freetown, Sierra Leone.

## **B Environmental and Social Safeguards Specialist**

The Project is recruiting an Environmental and Social Safeguards Specialist to ensure that the Project complies to national and World Bank environmental and social standards of the ESF and procedures and ensure an inclusive project implementation.

### **Scope of Work**

The Environmental and Social Safeguards Specialist will have the responsibility to implement and monitor the project's environmental and social standards requirements. The specialist will also provide any other environmental and social risk management support and ensure that the project complies with the necessary requirements of the Government of Sierra Leone and the World Bank safeguards policies. The specialist will also support project team members on ensuring environmental and social aspects are addressed in the project and promote the resilience and sustainability of the project.

### **Duties and Responsibilities**

- Under the supervision of the Project Coordinator, the Environmental and Social Safeguards Specialist will undertake the following activities: Assess the SLDTP project and identify potential environmental and social risks and impacts, plan and implement impact mitigation measures
- Review the project's Environmental and Social Management Framework (ESMF) and Resettlement Policy Framework (RPF), Project Appraisal Document (PAD), Project Implementation Manual (PIM), relevant project documents and develop corresponding risk log, mitigation/ management plans as necessary
- To help operationalize the ESF instruments (ESCP, SEP) developed for the project and subsequent instruments (LMP, GBV Action Plan, E-Waste Management Plan etc.) to be prepared by project effectiveness.
- Monitor progress in the implementation of the Project's activities ensuring that national and World Bank ESF are fully complied with and the reporting requirements are fulfilled including those prepared by external consultants
- Ensure the Project's environmental and social risks are identified, avoided, mitigated and managed throughout project implementation
- Conduct screening of proposed project activities to identify the potential environmental risks and impacts and specific management and actions for mitigating the negative environmental and social risks and impacts of proposed activities.
- Develop and/or contribute to Terms of Reference (ToRs) for environmental and social management of proposed interventions

- Prepare environmental and social guidelines, Standard Operating Procedures (SOPs), tools, and notes for project implementers
- Development of ESF Compliance Monitoring templates
- Evaluate environmental and social risks that may emerge by project activities and provide recommendations on mitigation strategies including undertaking environmental and social due diligence prior to commencement of works
- Monitor and provide ongoing technical advice and guidance to the Project Coordinating Unit (PCU) and implementing partners and consultants to ensure that ESF instruments developed for site specific projects are in compliance with national and World Bank standards.
- Oversee and coordinate implementation of all the Project's environmental and social risk management related activities provide oversight and technical review of ESF documents
- Ensure full disclosure with concerned stakeholders
- Advice on environmental and social issues, regulatory requirements and other relevant issues to technical staff, regulatory authorities, public interest groups and various stakeholders
- Work with the PCU staff to ensure reporting, monitoring and evaluation fully address the environmental and social issues of the project; providing a well-documented, evidence-based compliance reports to be incorporated into the project annual reports
- Ensure social and environmental grievances are managed effectively and transparently through the appropriate grievance redress mechanisms, protocol/systems.
- Review Project activity plan, project designs, specifications, estimated costs of mitigation, contract agreement clauses, reports from contractors and participate in bid opening to ensure environmental and social clauses including universal accessible design measures are incorporated in all are inserted into bidding contract documents to ensure compliance of civil works/
- Identify stakeholders and appropriate processes and engagement strategies, ensure that consultations are carried out for sub project with key stakeholders and coordinate with relevant government and nongovernmental organizations (NGOs) counterparts, Civil Society Organizations (CSOs) to achieve successful implementation of social and environmental management.
- Ensure alternative measures to include women, persons with disabilities (PWDs) and vulnerable groups in project stakeholder engagement and other key decisions of the project.
- Preparation of environmental and social management plans in consultation with relevant stakeholders which must contain implementation steps, engagement processes, estimation of budget and resources needed, timeline, and result indicators
- Identification of alternative options as well as stakeholders to be engaged to implement safeguard plans if necessary

- Develop a timetable for field visits and conduct field supervisions during implementation to ascertain if sub-projects are implemented in an environmentally and social sustainable manner and provide feedback to PCU
- Ensure adequate environmental and social management records and documentation are kept, with adequate documentation of stakeholder consultations
- Periodically review and assess environmental and social safeguard implementation to ensure that project operations are carried out in accordance with sound environmental and social management practices and legal agreement, including consultation and reporting requirements
- Prepare training materials, and conduct necessary technical training workshops for PCU staff, contractors, project implementation agencies and other stakeholders on ESF

**Gender/ Sexual Exploitation and Abuse and Harassment Risk Mitigation:**

- Advise the incorporation of gender related aspects during prioritization of investments, design, bidding, implementation and operation and maintenance
- Support and supervise contractors to design and implement action plans to prevent and mitigate the risk of Sexual Exploitation and Abuse and Sexual Harassment (SEA/SH)
- Ensure all contracts for contractors include a solid code of conduct for contractors and workers on Sexual Exploitation and Abuse and Sexual Harassment in Contractor Environmental and Social Management Plans (C-ESMPs)
- Facilitate gender and GBV capacity building of all actors involved in the project in partnership with other relevant ministries, Development Partners and CSO/NGO groups
- Assist in the development and distribution of information, communication, and educational materials on gender and GBV risk mitigation during project implementation

**8.0 Required Qualification**

- An advanced degree in Environmental Management/Sciences, Environmental/Civil Engineering, Natural Resources Management, Economics/Social Sciences, Development studies or other relevant field; strong preference will be for candidates who also possess good technical training on Environmental and Social Impact Assessment
- At least 8 years of relevant experience in areas such as: environmental and social sustainability, environmental and social standards, performance, compliance and monitoring in the public or private sector.
- At least 5 years of direct relevant experience in environmental and social management issues in Sierra Leone is desired
- Knowledge and experience in the SL EPA environmental and social assessment regulations and guidelines desired
- Knowledge and experience of World Bank procedures, especially Environmental and Social Safeguard policies, Environmental and Social Framework (ESF), and Environmental and Social Assessments

- Strong analytical and presentation skills to analyze concepts and based on engagements establish knowledge gaps for team skill development.
- Excellent coordination skills to work with a wide range of stakeholders and the ability to self-measure performance and productivity.
- Proficiency in computer application and programs, essentially Microsoft Office Tools, and Project Management Software
- Great oral and written communication skills, as well as presentation techniques

### **9.0 Responsibility of the Employer**

The Project Coordinating Unit will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

### **10.0 Reporting and Time Schedules**

The Environmental and Social Safeguards Specialist will report directly to the Project Coordinator. He/she is expected to adhere to all administrative procedures and perform duties within the bounds of professional ethics and integrity.

## **C. Monitoring and Evaluation Specialist**

The M&E Specialist will be responsible for monitoring and evaluation activities, monitoring progress of the indicators, and reporting against the project's results framework and indicators. The M&E specialist will also contribute to ensuring that all project reports include sufficient impact data and analysis. In Particular;

- Develop, design scope and implement a sound and appropriate monitoring and evaluation (M&E) plan;
- Recommend further improvement of the project results framework;
- Monitor all project activities, expenditures and assess the progress towards achieving the PDOs;
- Monitor the sustainability of the project's results;
- Conduct regular field visits to the project sites to; monitor the projects' activities and ensure project M&E objectives are met.
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying issues and bottlenecks in completing project activities and developing mitigation plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Coordinator; and as per donors' requirements;
- Participate in annual project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports;

- Measure the efficiency, effectiveness, short to mid-term impact of the Project;
- Coordinate across Technical Lead Agencies (TLAs), beneficiary agencies, and key stakeholders to collect subcomponent level M&E indicators and manage the indicator progress centrally in the M&E dashboard/system;
- Work closely with the Project technical team, TLAs, and support them in their use of the M&E tools;
- Perform other ad-hoc tasks as required.

### **5.0 Qualification Requirements:**

- Minimum of a Masters's degree in Engineering, Business Administration, Economics, Statistics, Econometrics, Development Management or related field.
- 5 years' Experience in project management; experience in ICT sector projects would be an asset; Having a minimum 5 years of professional work experience in developing, implementing M&E systems for development projects by international/National organizations;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Excellent computer skills: Proven ICT skills, Expertise in analyzing data using statistical software. particularly with one or more types of data analysis and management software (e.g., Excel, SPSS);
- Excellent interpersonal and communications skills;
- Fluency in English and excellent report writing.

### **6.0 Responsibility of the Employer**

The Project Coordinating Unit will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

### **7.0 Reporting and Time Schedules**

The M&E Specialist will report directly to the Project Coordinator. He/She is expected to adhere to all administrative procedure and perform duties within the bounds of professional ethics and integrity.

## **D. Procurement Management Specialist**

### **I. Scope of Tasks and Deliverables**

The Procurement Specialist will work under the guidance of the PCU Coordinator of Sierra Leone Digital Transformation Project and the MIC management, liaising and working with other staff from technical implementation agencies (DSTI and NATCOM) and other beneficiary institutions. The individual will be accountable for ensuring all procurements are conducted in accordance with the World Bank Procurement Guidelines and Procedures as well as in accordance with the GoSL Procurement Act. The individual will transfer knowledge and expertise of the World Bank and the GoSL procurement procedures to MIC staff.

The essential duties and responsibilities listed below will be carried out in the context of providing support to MIC and PCU on full-time basis.

Specific tasks to be carried out by the individual consultant include, but are not limited to, the following components:

#### *Procurement Process Management*

- Provide advice and ensure that all the procurement activities of the project conform and are compliant with the Project Implementation Manual and World Bank Procurement Guidelines;
- Initiate, coordinate and prepare Procurement Plans (PPs) for procurement under the project;
- Establish a simplified Procurement Tracking System for MIC for monitoring of the Program procurement activities;
- Update the General Procurement Notices (GPN) annually, and Specific Procurement Notices (SPN), and Expression of Interests (EOI) when required;
- Provide procurement advice to the PIU on all aspects of Terms of Reference (TOR) and Request for Proposals (RFPs), evaluation of Expression of Interest (EOI) and Technical and Financial Proposals for selection of Consultants for Technical Assistance;
- Prepare Bidding Documents for the procurement of goods and services in accordance with activities defined in the Procurement Plan for the project using the World Bank's Standard Bidding Documents, prepare Project customized Bidding Documents and Request for Proposals (RFP). This should include customized national competitive bidding (NCB) documents and standardized Forms to be used for Shopping Methods;
- Handle communications relating to procurement within the project with all the technical implementing agencies and beneficiary institutions as well as with the World Bank team working on the Sierra Leone Digital Transformation Project;
- Ensure that complete documentation is maintained on all procurement cases;
- Coordinate and respond to procurement queries, disputes, and complaints;

- Prepare Bid/Proposal Evaluation Reports and Award Recommendations for approval by the Procurement Committee or appropriate approving body;
- Prepare Requests for No-objection for the World Bank for stages of procurement activities as required by Bank Guidelines;
- Provide contract management oversight for Works and Consultancy Services Contracts;
- Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- Establish a central procurement filing system, and ensure all related documents are included in the respective files;
- Coordinate preparation of post procurement reviews by the Bank and in Bank supervision missions;
- Liaise with Head of Procurement, Project Fiduciary Management Unit (PFMU) on project procurement and any issues affecting procurement in the project;
- Carry out any other periodic duties that may be assigned by the Project Manager

#### *Vendor Management*

- Maintain list of vendors supplying various items;
- Develop and execute measurement tools to accurately gauge vendors' performance (quality, delivery times, etc.) and communicate results internally and externally as necessary;
- Check invoices to ensure correct price, follow through to ensure that materials ordered have been received, examine the condition of materials received, and approve invoices for payment; and
- Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories, compiling data on these for internal monthly reports.

#### *Procurement Reporting*

- Prepare and quality assure evaluation reports to submit through the Project Coordinator for onward submission to the World Bank for approval;
- Follow up with concerned government departments and the World Bank to have the evaluation reports and procurement plan/documents approved in a timely manner;
- Monitor and report the procurement implementation status and progress to GoSL and the World Bank as required;
- Perform other tasks as assigned by the Project Coordinator as needed by all the Units in support to achieve the highest level of compliance, customer satisfaction at an optimum cost.

#### *Building knowledge and capacity*

- Build procurement management capacity in the office of the MIC and technical implementing agencies through training, on the job coaching and mentoring of procurement staff and technical staff involved in procurement processes;
- Develop training plans and deliver short training sessions to staff from MIC;

- Provide guidance and technical support to the MIC on reporting requirements for Sierra Leone Digital Transformation Project;
- Provide any other procurement supporting duties as may be required by the MIC management
- Any other matter as delegated by the Project Manager

The Project Coordinator shall deliver the following outputs:

- Annual Procurement Plans and monthly updates in place;
- Weekly and Monthly Procurement and Contract Management status reports/updates;
- Monthly update of procurement monitoring form to be provided to all user departments;
- Procurement documents preparation for the supply of goods, works and services timely as the need arises;
- Monthly Contracts Implementation Status reports for all contracts showing the total amount of the contract, amount already paid and balance to be paid on each contract
- Regular procurement performance reports for staff participating in procurement cycle e.g. at evaluation, Contracting Management stages as well bottlenecks identified
- Contracts Register in place

## **II. Qualifications**

The individual consultant should be able to offer all, or at least most, of the following qualifications and experience:

### *Academic and Professional Qualifications*

- Successful applicants will have a strong knowledge of Project Management. As the position involves dealing with a wide range of local stakeholders and organizations, it is also important that the procurement specialist has good knowledge of business operations in Sierra Leone or similar environment. The prospective candidate should have:
- A minimum Master's degree preferably in Procurement and/or Supply Chain Management, Business Administration, Public Administration, Economics, Development Management, Social Sciences or a related field.
- At least ten (10) years professional experience in procurement and minimum of seven (7) years' experience in handling, managing or overseeing procurement for World Bank, or other international donor funded or administered projects.
  - Must have good knowledge of procurement policies and procedures of multilateral financial institutions (e.g., the World Bank, United Nations, African Development Bank) and development co-operation agencies; as well as good knowledge of the institutional, technical, and commercial aspects of procurement; and excellent skills in project management as demonstrated in previous jobs.

### *Other Relevant Skills*

- Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use;
- Fluency in English language is essential; ability to speak Sierra Leonean local language would be an advantage;
- Excellent written and oral communication skills;
- High level interpersonal and relationship-building skills;
- Ability to communicate and work effectively with persons of various cultures and religions.

### **III. Reporting Responsibility**

The Procurement Specialist will report to the Project Coordinator of the Sierra Leone Digital Transformation Project.

The individual consultant will prepare and submit to the Project Coordinator, quarterly, semi-annual and annual procurement reports as inputs into the Project Management Reports and, in addition, will prepare other reports, as and when needed.

### **E. Financial Management Specialist**

The objective of the assignment is to support the Ministry of Information and Communication (MIC) maintain quality financial management arrangements of the Sierra Leone Digital Transformation Project and to ensure proper controls over the use of the project resources and reporting. The overall responsibilities of the Financial Management (FM) Specialist are to maintain the agreed FM arrangements, ensure compliance with the World Bank procedures, including the Project's financial planning and annual budget preparation and execution, establish and operate the adequate and reliable FM system for the Project, ensure that the FM systems and procedures include adequate internal control systems to provide reasonable assurance that (a) operations are being conducted effectively and efficiently; (b) financial and operational reporting are reliable; (c) applicable laws and regulations are being complied with; and (d) assets and records are safeguarded; and (e) manage the flow of funds under the project and ensuring that there are adequate controls over the funds flow.

### **IV. Scope of Tasks and Deliverables**

The FM Specialist will work in close collaboration with the team from the Ministry of Finance (MoF), Ministry of Information and Communication (MIC), the Directorate of Science, Technology and Innovation (DSTI), and National Telecommunication Commission (NATCOM) as well as other consultants, both individuals and firms, hired under the project. The individual must conduct their business with confidentiality and impartiality. The work will be conducted locally in Freetown, Sierra Leone.

The essential duties and responsibilities listed below will be carried out in the context of providing support to MIC and PCU on full-time basis.

Specific tasks to be carried out by the individual consultant include, but are not limited to, the following components:

#### *Overall Management*

- Be responsible for the overall Financial Management arrangements of the project/program and will ensure the maintenance of sound arrangements throughout the life of the project/program consistent with agreements, manuals and project document;
- Coordinate with technical implementing agencies and relevant beneficiaries in regard to the set-up and maintenance of financial management arrangements including budgeting, accounting, internal controls, fund flows, reporting, and audit reporting

#### *Budgeting and planning*

- Manage the or participate on the preparation of the project/program annual or other budget in consultation with relevant stakeholders;
- Ensure that the project/program budget is proclaimed in government budget;
- Ensure that budgets are disseminated to all relevant stakeholders on time;
- Maintain budget discipline; Report to management on variances from the established budget, and the reasons for those variances
- Submit budget and secure the No objection of the development partners as appropriate;
- Assist PCU management in the formulation of its overall strategic direction

#### *Accounting and Reporting*

- Design and implement adequate Financial Management systems and procedures to govern implementation of the project;
- Ensure that books of accounts are maintained; Maintain up to date and documented accounting system and policies and procedures;
- Ensure the existence of adequate and capable FM staffing;
- Produce periodic financial reports (monthly/quarterly/annually) for development partners as well as for the government as per reporting requirements and formats. Follow up on the preparation of acceptable financial reports from implementing entities; Ensure that unaudited financial reports are sent to the financiers on time and up to standards;
- Ensure that audited financial statements of the program/project are sent to development partners on time;

#### *Funds Management*

- Ensure that sufficient funds are available to meet ongoing project/program and operational requirements; Ensure that resources are available to beneficiaries/implementing entities; Forecast cash flow positions,
- Mitigate financial risks and maintain close liaison with key Government counterparts involved in the project.
- Understand and implement development partners disbursement procedures for the Project/program as per agreements/requirements; Follow up on disbursement issues timely with the development partners; Ensure fund requests are made as per procedures and agreements;
- Manage project/program bank accounts; Conduct bank reconciliations on time;

### *Internal controls*

- Ensure internal control arrangements are maintained consistently throughout the life of the program/project including proper controls in regard to approval and authorization; segregation of duties; cash and bank management; safeguarding of assets and properties (including fixed assets and inventories); payroll management; taxes obligations; contract management; advances and prepayments; payables are in place; reconciliations, etc

### *External and internal Audit*

- Ensure that internal and external audits are arranged as per the agreements; Ensure relevant accounting information is made available to them; Address their queries.

### *Financial Analysis*

- Review financial performance of the program/project and report on key issues to MIC management and project/program stakeholders
- Review administrative bottlenecks and recommend changes to improve efficiency
- Create additional analyses and reports as requested by management

## **V. Qualifications**

The individual consultant should be able to offer all, or at least most, of the following qualifications and experience:

### **1. Minimum Education and Experience:**

- A recognized professional accounting designation(e.g. CPA, ACCA, ACA or equivalent from an Accounting Body that has full or associate membership with the International Federations of Accountants); and
- Minimum of 7 years qualification 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 and other development partners with at least 5 years in a senior level position.
- Ability to produce quality reports for development partners
- Knowledge of public sector accounting procedures and operational knowledge of international and country financial and accounting management practices;
- Experience and familiarity with the Bank's reporting requirements, disbursement procedures, submission of Withdrawal Applications and the maintenance of Designated Accounts;
- Ability to advise and disseminate financial management knowledge, supervisory skills and capacity to be a member of a multi-disciplinary team to provide advice and recommend actions;
- Integrity and Confidentiality;
- Ability to lead strategic planning, results-based management and reporting

- Proficient use and knowledge of electronic spreadsheets and database.
- Strong supervisory, interpersonal and staff support skills.
- Fluency in English and excellent report writing.
- Excellent computer skills.
- Ability to work under pressure within teamwork arrangement.
- Ability to transfer knowledge to the finance department.

## **VI. Reporting Responsibility**

The Financial Management Specialist will report to the Project Coordinator of the Sierra Leone Digital Transformation Project.

### **Mode of Application**

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (certificates) 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: **pcu@sldtp.moic.gov.sl**

**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 **10<sup>th</sup> October, 2022 at 11:00 am GMT.**

**Only short-listed candidates will be contacted**

