

Project Fiduciary Management Unit
Ministry of Finance
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GOVERNMENT OF SIERRA LEONE

VACANCY ANNOUNCEMENT

Recruitment for the Position of Procurement Management Officer and Financial Management Officer for the Resilient Urban Sierra Leone Project.

DATE: 20th September 2022

Background

The Government of Sierra Leone has solicited funding from International Development Association (IDA) of the World Bank towards the cost of the Resilient Urban Sierra Leone Project to strengthen urban management, improve access to basic services and infrastructure, and enhance disaster resilience in the Western Area (Freetown and Western Rural district) and secondary cities of Sierra Leone (Makeni, Port Loko, Kenema, Koidu New Sembahun, Bo, and Bonthe Municipal).

The project seeks to strengthen sustainable urban management, improve access to basic services, and enhance disaster resilience in the Western Area and select secondary cities of Sierra Leone.

The PDO will be achieved through the following four components:

Component 1: Institutional and Capacity Development in Integrated Urban Management

This component will support City Councils in institutionalizing and strengthening their urban management capabilities that are critical for efficient revenue generation, spatial planning, planning for local economic development and service delivery.

Component 2: Resilient Municipal Infrastructure Investment and Urban Greening.

This component will finance priority resilient municipal infrastructure and services including upgrading public infrastructure at selected neighborhoods, a new landfill and solid waste management infrastructure that will service the entire Western Area. The focus will be on investments identified as having positive social and economic impacts as well as contributing to disaster risk reduction and prevention. The component will also provide financing for urban greening, including tree planting in Freetown.

Component 3: Emergency Management Institutional and Capacity Development. This component will build the capacity of the national and local governments in emergency

preparedness and response, to better prepare them to respond to and recover from disasters. It will (a) support technical and operational capacity building; and (b) provide access to financing for immediate response through a contingent emergency component.

Component 4: Project Management.

This component would finance project management costs of the Project Management Unit (PMU) for staffing, monitoring and evaluation, including project technical audits (as needed) and mid-term and end-project evaluations, safeguards, financial management, procurement, and training. This component will also cover any costs related to the setup of a grievance redress mechanism.

Procurement Management Officer

1. Objective

The objective of the assignment is to engage a Procurement Management Officer to support procurement related services within the PFMU and the PCU of the Resilient Urban Sierra Leone Project. The Procurement Officer will work closely with the Project Manager and other relevant MDA staff to carry out timely and prudent procurement practices consistent with the projects legal instrument.

2. Scope of the Assignment

The PMO will work with the Project Management Unit (PMU) under the guidance of the PFMU in the preparation/updating of the procurement plan in the required format for submission to the World Bank; and also shall provide procurement advice to the PMU and other Resilient Urban Sierra Leone Project partners to ensure that procurement of all works, goods and services are undertaken in accordance with the approved Procurement Plan. In the preparation of the procurement plan, the specialist shall ensure that the contract packaging is effective for project implementation and meets the World Bank criteria.

3. Tasks and Responsibilities

The PMO shall carry out the following tasks and responsibilities through the application of sound professional practices and methods;

- Monitor and ensure timely responses to procurement questions raised by the IDA. Follow-up with the short-listed consultants within after dispatch of RFP, to ensure their participation in the selection exercise;
- Participate in selection of the Evaluation Committee, and assume an advisory role in the evaluation process.

- Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders (Technical Officers, Consultants and the IBRD)
- Ensure that all related documents are included in the respective files, to ensure ease of following the paper trail of procurement by independent external auditors or authorised agents. Establish a performance monitoring database for all suppliers, contractors, consultants, and ensure efficiency and timeliness in the delivery of outputs from the services providers;
- Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files, to ensure ease of retrieval of information and the ease of following the paper trail of procurement by independent external auditors or authorized agents;
- Carry out any other relevant periodic duties that may be assigned by the leadership of the PFMU and Project Team.

4 Performance Criteria

The following performance criteria will be used to assess the performance of the Procurement Management Officer at regular interval and based upon which the contract may be continued or reviewed after Post Procurement Assessments are done laying emphasis on quality control and assurance

- Quality of documentation prepared and submitted for prior and post reviews
- Meeting deadlines as indicated in the activity schedule roadmaps on STEP
- Adhering to the World Bank Procurement Regulations and National laws

5. Duration of the services

The duration of the assignment is for an initial period of one (1) year and upon performance an extension can be granted

6. Minimum Education and Experience:

- Minimum Bachelor's degree in Social Science or related field with a minimum of 3 years qualification experience in public procurement practices and procedures.
- A postgraduate diploma or Professional Procurement certificate will be an added advantage.
- Minimum of 3 years of experience in handling, managing or overseeing national procurement for World Bank funded or other donor administered projects; the minimum country experience on public procurement of World Bank funded and other donor funded projects.
- Demonstrated computer skills and knowledge of Microsoft Office
- Integrity and Confidentiality;
- Report writing and presentation skills;

7. Reporting and time schedules

The Officer will prepare Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports and, in addition, prepares other reports, as and when needed.

8. Line Management

The Procurement Management Officer will report to the Head of Procurement through the Procurement Management Specialist and constantly relate to the Project Manager and other partners under the project. S/He is expected to adhere to all administrative procedure and perform duties within the bounds of professional ethics and integrity.

Financial Management Officer

1. Objective of the Assignment

The objective of the assignment is to engage a Finance Management Officer to support financial management related activities within the PFMU and PCU of the Resilient Urban Sierra Leone Project, and assist in operating the financial management system of the project adhering to its financial needs and World Bank/ IDA requirement

2. Scope of the Assignment

This term of reference establishes the purpose, authority and responsibilities of the Financial Management Officer with respect to assisting the finance team to produce the required relevant and accurate financial reports on a timely basis, and to enable management carry out its oversight function, and the implementing units to plan, coordinate, monitor and appraise the Project's overall progress towards the achievement of its objectives. The Financial Management Officer will support and assist the PFMU/ PMU in operating the financial management system that adheres to projects financial information needs and World Bank FM requirements.

3. Tasks and Responsibilities

The Financial Management Officer shall, *inter alia*, undertake the following:

- Assist in the processing of Withdrawal Application to access funds and to document expenditure for advances to the Designated Account in order to facilitate the activities of projects;
- Ensure all payments are properly recorded in the relevant books of accounts under the respective beneficiary subcomponent and disbursement category;

- Assist in preparation of the Interim Financial Report (IFR) and supporting schedules in accordance with the project's Disbursement and Financial Information Letter and/or agreed with the World Bank FMS team
- Update the annual budget with actual amounts and document explanations for variations above 10%
- Prepare monthly Reconciliations of Bank Accounts
- Reconcile the Project's IFRs to the World Bank's Client Connection on a quarterly basis
- Ensure proper and correct filing of all financial records and documents
- Maintain a Schedule of all contracts entered into by the Project (i.e. all goods, consultancy, project staff, etc.)
- Manage and update the project's assets register;
- Processing of Payment approved for all beneficiary components;

4. Performance Criteria

The following performance criteria will be used to assess the performance of the Financial Management Officer at regular intervals and based upon which the contract may be continued:

- Supporting the PFMU/ PMU to ensuring the timely disbursements after receipt of approved proposals of projects activities including the relevant reports;
- Providing assistance to the PFMU/ PMU in ensuring that the financial management system is operating efficiently and effectively;
- Assist the PFMU/ PMU with relevant financial information in facilitating the timely preparation and sub-mission of Financial Statements, Quarterly Financial Monitoring Reports (FMR) and the Accountant General Report when necessary.

5. Duration of the services

The duration of the assignment is for an initial period of one (1) year and upon performance an extension can be granted

6. Minimum Education and Experience

- Must be a University degree holder in Accounting, Finance, Business Administration or have completed Part 2 of the ACCA or same for another relevant professional qualification
- Minimum of Three (3) years' working experience in accounting, finance, financial management and disbursement in implementing World Bank Financial Policies and procedures, or other donor funded projects;

- Experience in World Bank financial disbursement procedures and management of donor funded project is essential;
- Competent in the use of computer software applications such as, Microsoft office word, Excel, Word processing and other accounting software is essential;
- Proficient in English Language both oral and written.
- Integrity and Confidentiality;
- Basic understanding working with an accounting software
- Demonstrated understanding, versatility, and integrity

7. Reporting and Time Schedules

The Officer will prepare Monthly, Quarterly, Semi -Annual and Annual Financial reports as inputs into the Project Management Reports and, in addition, prepares other reports, as and when needed.

8. Line Management

The Financial Management Officer will report to the Head of Finance through the Financial Management Specialist and constantly relate to the Project Manager and other partners under the project. S/He is expected to adhere to all administrative procedure and perform duties within the bounds of professional ethics and integrity.

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: **resilienturbanslp2019@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 4th October,2022 at 5:00pm GMT.**

Only short-listed candidates will be contacted