

Vacancy Announcement for Gambella Town Water Supply and Sewerage Office

Terms of Reference for FINANCIAL MANAGEMENT SPECIALIST

The project UWSSP- 2 (Second Urban Water Supply and Sanitation Project) will be implemented by the coordinated effort of federal, regional and city/city levels organs of the sector. A project management unit established at MoWIE level is established for the overall coordinating, planning and oversight of project implementation at all level outside of Addis Ababa. As part of the PMU staff a project coordinator is required to build the capacity of city level UWSSP-2 intervention and also oversee implementation. Gambella Town Water Supply and Sewerage Utility now invites a Financial Management Specialist to express interest.

1. FINANCIAL MANAGEMENT SPECIALIST

1.1. Description of The Assignment

The financial management expert work within the UWSSP-2- PMU and in particular who has the responsibility for managing and coordinating the UWSSP-

2. accounting and financial system. The UWSSP-2 Program Management Unit Coordinator would affirm that work plans drawn by the financial management expert in order to discharge their contracted duties are logically compatible with their respective job descriptions and would monitor that the planned services are delivered by the expert in a manner in line with the objective of the project/program.

1.2. Requested Services

- Organize the accounting system of the City as per established guidelines.
- Acquaint himself with the financial and accounting policies and procedures of the projects financed by donors and Ethiopian Government.
- Responsible for preparation of consolidated financial reports of City Balance sheet, statement of sources and uses of funds and notes to the financial statements and timely audit of project account.
- Conduct on the job training for utility staff, project office & branch office financial experts
- Produce monthly, quarter & annual report.
- Summarize, report and make follow up on external auditors note and findings to Cities and
- PMU as the case may be to clear and to take appropriate actions.
- Produce annual reports of the project and submit to region/ministry on time. Give assistance and provide advice to the regarding second UWSS projects on producing IFR quarterly, semi-annually and yearly per the agreement of the Bank
- Keep UWSSPs payment documents and its supporting documents under his custody in safe place until handover made to another responsible official because of shift of responsibilities, contract termination and other similar cases.
- Make analysis on abnormal staff, debtors and creditors accounts of second UWSSP and report in writing to immediate supervisor to take appropriate action for problems unresolved.
- Responsible for the follow up of the disbursement of fund of second UWSSP from World Bank to MoWIE and to Cities and report the status of the fund transaction on monthly base to his immediate supervisor,
- Maintain detail records of receipts from World Bank, transfer to the client, settlements and outstanding balances.
- Control the budget of project and report the utilized, unutilized and

undisbursed portion of project budget.

- Check the arithmetic calculation, keep records for the details and prepare summary for which application processed, according to the expenditure categories in the loan agreement.
- Prepare total and category allocated fund utilization status reports of the so as to ensure timely utilization of project resources to the limit of agreed amount.
- Responsible for the follow up of second UWSSP financial performance and report the status of the fund transaction on monthly base to his immediate supervisor per the sated report format.
- Maintain sequential filing system of National or/ and International consultants, suppliers etc., of second UWSSP project contract agreements to be possible to give account code for each contract agreement upon receipt.
- Keep records for the details of contract amount of each local or/and international consultants, suppliers which entered contract agreement with the second UWSSP project for supply of services or goods and use these data for subsequent payment and follow up.
- Administer and controls use of approved budget.
- Carries out budget utilization comparison periodically as per the directives thereon & Controls expenditure against budget.

In addition to the above-mentioned activities, the financial management expert performs other related and relevant assignments.

1.3. Required Competencies

The Specialist to be hired shall have of work experience in accounting shall have MA/BA in accounting/economics other relevant field with 8 years or above experience at least 3 years in the water supply and sanitation sub-sector.

- Proven familiarity with World Bank financial management guidelines and procedures
- Strong capability of communication on the subject matter, and capacity to offer trainings.
- Basic computer application (MS office and Exele) is required.
- Knowledge of double entry accounting system and/or other accounting software is advantageous.
- Excellent oral and written communication skills in English

1.4. Time Frame and Contract Arrangement

Duration of the Assignment: The assignment will be for one year with possibility of extension based on evaluation of performance. The expertise is full time assignment. The expert is expected to bring her/his own computer (laptop). Printing facilities are available.

1.5. Work Place: Gambella Town

1.6. Salary: 15,000ETB

1.7. Reporting

The specialist reports to the PMU under the water supply, and sanitation Directorate.

- Submits reports of the field visits, workshops and meeting results (minutes) within agreed time frame.

Reports monthly, quarterly, and yearly project status.

1.8. How to Apply

The closing date for the application is June 26, 2020. Interested applicants with the appropriate qualifications and experience should submit their most recent and detailed CV with the address below.

Gambella town water supply and sewerage office

Room No 4

**For more information on the details of the positions call
0918372986 or 0910617553**



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