

TERMS OF REFERENCE MPW/PMO

Post Title:	Finance Officer
Type of Appointment:	National Contracted Staff
Duration:	One year (3 month probation)
No. of Post	1
Duty Station	MPW/PMO - Kabul
Salary	As per NTA salary scale (Grade D)
Work hours	Full time
Vacancy No	MPW/PMO/HR-025
Date of announcement	27 January 2021
Closing Date	9 February 2021
Gender	Male/Female

1.0 Background

Program Management Office of the Ministry of Public Works have an ongoing portfolio in transport sector from the various Grants provided by Asian Development Bank (ADB). Currently PMO is implementing Various National Highways projects and System Development project and is designated to handle the implementation related tasks that includes

(a) procurement civil works and consultants' services, (b) monitor the progress of day-to-day project implementation, (c) accord various approvals including approval for variations, extension of time, (including obtaining approvals of the donors) etc. (d) prepare progress reports (e) prepare withdrawal applications for disbursement, (f) maintain project accounts and complete loan financial records for auditing and (g) ensure compliance with various Loan and Grant covenants, etc.

2.0 Job Description

The Finance Officer will work under the overall supervision of the Senior Finance Specialist and will assist in the day-to-day financial management matters of the ADB financed projects. The duties and responsibilities will include, but not limited to:

- Overall coordination for effective financial management of the ADB financed projects in MPW/PMO.
- Coordinate with Project Managers, Supervision Consultants and Senior Finance Specialist with respect to disbursements.
- Assist in preparation of annual contracts award and disbursements projections (ADB financial year) in consultation with the respective Project Managers and Supervision Consultants.
- Establish and maintain proper filing and documentation of project assigned.

- The incumbent should do the proper control of the supporting documents for payments and financial reports.
- Follow up invoice payment process and ensure that Invoices/ Interim Payment Certificate (IPCs) are prepared and submitted on time.
- Follow up with the Ministry of Finance (MOF) for annual budget, mid-term budget review and budget allotments and payments for each contract of the ADB assisted projects.
- Follow up with the Controller's Department in MPW for clearance of all payment orders (M16 forms)/withdrawal applications and other supporting documents and onward submission to MOF.
- Follow up with MOF (SDU) for the clearance of withdrawal applications, submission to AFRM/ADB and follow up with ADB HQ for disbursements, intimate to the supervision consultants/contractors for disbursements, etc.
- Assist the finance team to maintain financial records for disbursements under various contracts and loans / grants.
- Assist in purchasing of various items for office assigned by the PMO management both capital in nature and office stationery and other items following due procedure and ensuring proper release of payments to the suppliers.
- Assist in maintaining various records / communications, etc.
- Assist in preparation of monthly expenditure statements for various projects under various loans/grants.
- Assist in coordinating financial audit.
- Any other tasks/duties assigned by the line supervisor.

3.0 Job Requirements:

The interested candidate should possess preferably a University degree in Business Administration with specialization in Finance, having 5 years' experience, preferably in a similar position handling office administration and management, coordination and liaison with various ministries, etc., with good written and oral communication skills in English and having computer skills – (knowledge of working on MS Excel and MS Word).

4.1 Submission Guideline:

Interested candidates are requested to forward their applications and detailed CV in PDF format clearly indicating the position (Finance Officer – MPW/PMO/HR-025) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at pmo.recruitment@gmail.com with a copy to adbafirm@adb.org, without mentioning the position title/vacancy number your application may not be considered. Application received after 9 February 2021, will not be shortlisted for written test/Interview.

Note: Only Shortlisted candidates will be contacted.

Female Candidates are highly encouraged to apply.

Submission Email:

pmo.recruitment@gmail.com