

## **TERMS OF REFERENCE**

### **MPW/PMO**

Post Title:	Senior 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 C)
Work hours	Full time
Vacancy No	MPW/PMO/HR-056
Date of announcement	1 April 2021
Closing Date	14 April 2021
Gender	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 Senior 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:

1. Responsible for Petty Cash Management including (Top up, Per Diem, UNHAS Tickets, Petty Cash received from MOF) and prepare Advance Petty Cash Request (M10) and liquidate with MoF through Form-M12 (Advance Acquittal) accordingly.
2. Responsible for proper preservation of the Bank Guarantees of each project and update on timely basis the list (Tracking Sheet) of Bank Guarantees of each project and notify the relevant PM in case of the expiry of the Guarantee and take care of the (Safe available in PMO Finance Department including the documents in it).
3. Check the accuracy and documentation of allotment supporting documents as per MoF checklist.

4. Ensure all payments are adequately supported by the relevant documents.
5. Follow up invoice payment process and ensure that Invoices/IPC's are prepared and submitted on time.
6. Follow up with MOF (SDU) for the clearance of withdrawal applications, submission to AFRM/ADB. The Senior Finance Officer will follow up with ADB HQ for disbursements, intimate to the supervision consultants/contractors for disbursements, etc.;
7. Follow up with the Controller's Department in MPW for clearance of all payment orders (M-16 forms)/withdrawal applications and other documents and onward submission to MOF;
8. Timely processing of all financial forms (PO, CF, M12, M10 and M16) as per the rules and regulations of the government and timely submission to MoF with complete set of supporting documents.
9. Supporting the Finance team with projects and tasks when required.
10. Prepare clearance with staff advances and travels
11. Keeping update records and data for financial filling systems in soft and hard copies of the project assigned;
12. Process Staff per diem, top up and UNHAS Tickets payments and ensure the completeness of the documents before payment.
13. Timely update of (Payment Tracking Sheet, Allotments Tracking Sheet)
14. Process Individual Consultants Invoices
15. Process Staff Salary Payroll
16. Prepare payment order for the IPC or Invoice checked by the relevant Project Manager (PM) received from contractor or consultant of the assigned project accordingly.
17. Related works which assigned by the Senior Finance Specialist.

### **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 (Senior Finance Officer – MPW/PMO/HR-056) applied for in the subject of your email to PMO Office of Ministry of Public Works through email at [pmo.recruitment@gmail.com](mailto:pmo.recruitment@gmail.com) with a copy to [adbafrm@adb.org](mailto:adbafrm@adb.org), without mentioning the position title/vacancy number your application may not be considered. Application received after 14 April 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](mailto:pmo.recruitment@gmail.com)