



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

20 September 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No 87 of 2018
E/152/48/15 V16

From: **Secretary for Public Service**
To: **Supervising Officers in Charge of Ministries/Departments**

Notification of Vacancy – Post of Finance Specialist

The Secretariat of the African Peer Review Mechanism (APRM) is inviting applications, from appropriately qualified candidates, for the following post:-

	Post	Deadline for submission of application
(i)	Finance Specialist	26 September 2018 @ 17.00

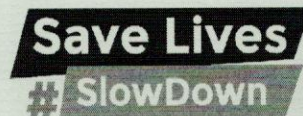
2. Applications for this post should be sent to: **Ms Janet Mabwa, Head of Corporate Services, Private Bag x08, Halfway House, 1685, Adresse Physique; 230 15th Street, Randjies Park, 1st Floor, Midrand (Afrique du Sud)** or by e-mail to: info@aprm-au.org

The application letter must also be titled: "*Expression of Interest for Finance Consultant*"


3. Your attention is sought to the fact that all applications should include a curriculum vitae accompanied by a short covering letter setting out relevant experience and skills in relation to the competencies and other requirements for the posts. Eligible Consultants should also indicate their interest in providing the consultancy assignment which is eight (8) calendar months, to be delivered over a one-year period, starting October 2018.

4. Your attention is also invited to the fact that the onus to reverify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.

5. Details regarding the Terms of Reference applicable to the above post are **enclosed**.



6. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Secretary for Public Service

Encl.



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TERMS OF REFERENCE FINANCE SPECIALIST

1. Background

The African Peer Review Mechanism was established in 2003 by the African Union Heads of State and Government with the primary purpose of fostering practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental integration. It seeks to rectify underlying deficiencies in governance and socioeconomic development processes among member states of the African Union. The APRM covers four thematic areas: (i) Democracy and political governance; (ii) Economic management and governance; (iii) Corporate governance; and (iv) Socio-economic development. Participating countries go through detailed review process (including consultations with government, the private sector, civil society and other stakeholders), culminating in a peer review exercise at the level of Heads of State and Government. Annex 3 presents details of the APRM structures and review processes. A key feature of the APRM is that it is home grown. This, as well as its voluntary nature, are important in buttressing and consolidating Africa's ownership of its development agenda. As an assessment and monitoring tool, the APRM can also help to track progress towards meeting regional and international development aspirations and commitments including AU's Agenda 2063 and the Sustainable Development Goals (SDGs). The African Union and the Heads of State are cognizant of this and in January 2017 expanded the mandate of the mechanism from the core reviews to monitoring and evaluation role for the African Union Agenda 2063 and the United Nations Sustainable Development Goals Agenda 2030. This is a reflection of the confidence still reposed in the mechanism and will contribute to the universalization of the APRM. The ultimate goal is that all member states of the AU will become members of the APRM.

Description of the Project

On 8th March 2018, the Board of Directors of the African Development Bank approved the APRM Institutional Support Project. The project will help strengthen the APRM and contribute to the delivery of its mandate. It will support the implementation of the 2016-2020 Strategic Plan and reposition of the APRM as an instrument for monitoring AU Agenda 2063 and the SDGs. Apart from addressing the immediate challenges faced by the Mechanism, the grant will help in the review and refinement of the APRM tools and processes, to ensure that the Mechanism remains relevant in a rapidly changing world, and is also able to take on board the expanded mandate and expectations of member countries. In this regard, the project is expected to support the refinement of the APRM Methodology and Processes, including the revision of the questionnaire and development of indicators for the expanded mandate and reinforcement of modalities for ensuring the implementation of the National Programmes of Action that emerge from the reviews and tracking progress over time through a well articulated M&E Framework. The project will also help the Mechanism to undertake research and diagnostic works and to develop a repository of knowledge in the form of a knowledge hub, targeting policy makers, academia, the private sector and civil society, among others.

In the context of the implementation of the APRM Institutional Support Project, the APRM intends to recruit one (1) experienced consultant to support project implementation, and for which these Terms of Reference (TORs) are prepared.

2. Objectives

- 2.1 The objective of the assignment is to recruit a finance specialist with international experience to:
- i) manage and carry out the finance activities required for implementation of the Project in accordance with the Project's covenant documents such as the Financing Agreement, the African Development Bank Financial Rules & procedures, among others;
 - ii) set up a **financial** system;
 - iii) build the **finance** capacity of the project implementation team in order to ensure long-term sustainability of the project outcomes. This will ensure adequate hand-holding and capacity development/transfer, by supporting and guiding the end-users in the preparation of **monthly financial statements and Annual Financial Statements; and**
 - iv) assist the Project on Financial Management and Disbursement.
- 2.2 A key requirement of the Finance Specialist is familiarity with the African Development Bank and other MDB's Financial rules, procedures and guidelines.

3. Scope of Services

The Finance Specialist will, on behalf of the Project Coordinator, be the general facilitator on all financial management issues in the project.

- Implementing sound accounting systems, maintaining up to date project accounts, day-to-day administration of project funds and ensuring that these conform to the administrative and financial requirements and procedures of the financial and accounting procedure manual of the project, in line the African Development Bank-funded projects financial management requirements.
- Prepare annual and quarterly financial reports on the basis of implementation of corresponding work plans and budget;
- Prepare regular reports on expenditure and budget control;
- Monitor and control financial resources inflows, expenditures and liquidity position periodically and preparing related reports;
- Prepare detailed cost estimates and lead reconciliation, budget analysis and projections as required by standards for financial management of projects funded by the Bank resources
- Process and monitor payment requests ensuring that necessary clearance is obtained and payments are effected promptly and in accordance with applicable regulations of the financial and accounting procedure manual of the project

- Ensure timely preparation of disbursement requests for the necessary approval and submit to the Bank;
- Ensure that all advances and direct payments to the benefit of the Project are well recorded and justified in accordance with the financial and accounting procedure manual of the project
- Facilitate and support the Project Coordinator and the Project Management Team in organizing the logistics to facilitate project implementation;
- Arrange for the project's annual external audit in accordance with the Bank's approved Audit Terms of Reference, and in collaboration with the Office of the Auditor General, and ensure the audit report is approved and submitted to the Bank before the Bank's mandatory six (06) months following the audited fiscal year
- Provide on-the-job training for the Project Accounts staff.
- Ensure the preparation of direct payment and Special Account and submit timely and appropriate Special Account justifications to the Bank;
- Ensure Taxation Act compliance and remittance of taxes on time to local Tax Authorities.
- Supervise any junior Accounts staff working on the project to ensure timely production of payment vouchers, submission of replenishment claims and withdrawal applications;
- Supporting Department account section in financial management and accounting and building their capacity in donor Financial Management;
- Participate with Project Coordinator in Mid-Term program review aimed at resetting targets and investment priorities to match changing circumstances;
- Coordinate regular Audit and implementation of the audit recommendations; and
- Ensure Compliance to financial management procedures.

4. Reporting and Deliverables

4.1 The Consultant shall report directly to the Project Coordinator.

The performance of the Finance Specialist will be evaluated bi-annually. The criteria used to measure his/her performance is enumerated under the Scope and more specifically below as expected deliverables. The Project Finance Specialist will prepare Monthly, Quarterly, Semi-Annual and Annual Financial reports (or for any period as necessary) as inputs into the Project Management Reports and, in addition, prepare other financial reports, as and when needed. The Finance Specialist will also prepare the disbursement and financial management reports for the Project. These reports will be prepared in the formats agreed with AfDB. The following are details of the deliverables:

- Planning, preparation of budgets, implementation & control of budget
- Monthly (or as is required) Status of funds flow report and disbursement. Ability for the project to make timely payments for submitted invoices, and availability of funds in the special and project accounts;
- Accounting and Record Keeping
- Financial progress report as part of the Interim Quarterly Progress Report (IQPR) and submit same to the Bank not later than 30 days after end of each quarter.
- Monthly (or as is required) financial management reports

- Monthly (or as is required) Status of funds report and disbursement
- Monthly (or as is required) reconciliations for all the bank accounts, verified and approved by different officers and
- Annual financial statements

5. Qualifications Experience and Competencies

- a) Minimum Master's degree in Finance or, Commerce or related field;
- b) Minimum of 10 years of experience in Financial management, 5 years of which is in handling Finance activities using Bank (or development Partners Funded projects) finance guidelines. Knowledge of/experience with Bank/other international development organizations' financial procedures;
- c) Qualified Certified Accountant such as Certified Public Accountants (CPA) or ACCA etc
- d) Membership in a recognized Finance-related institute, such as Institute of Certified Public Accountants (ICPA) or ACCA etc;
- e) Fluency in spoken English and ability to write lucid reports and documents in English is required; knowledge of French will be an added advantage.
- f) Proven track record in working effectively within multidisciplinary teams, recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so;
- g) Competence in use of computerized Accounting packages and applications;
- h) Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint;
- i) Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities;
- j) Excellent analytical skills and report writing;
- k) Knowledge of International Public Sector Accounting Standards and International Financial Reporting Standards;

6. Facilities and Services to be Provided by the Client

The Client will provide:

- a) Access to all information and stakeholders to facilitate the assignment
- b) Adequate office space with essential office furniture and office equipment; and
- c) Access to Internet, and network resources, where necessary

7. Period of the Assignment and Payment

The expected commencement date for the assignment is October 2018 and the duration is 8 calendar months, to be delivered over a period of one year. A total of 4 trips/engagements (of between 1-3 months

each) at the APRM Secretariat in Midrand, South Africa, will be required. The sequencing of the deliverables and specific timelines will be agreed prior to contract signature.

The consultant will be required to agree to a flexible work schedule within the 12 month period of the contract.

8. Location

The Consultant will be located within the Project Management Unit of the African Peer Review Mechanism, Midrand, South Africa.

9. General Information

All consultancies will be advertised on an equal opportunity basis. The performance criteria to be used to assess the consultant shall be based on the deliverables and scope of work defined in this ToR.

10. Language of Assignment

The language of the assignment shall be English Language.

11. Evaluation Criteria

The selection will be done based on the following criteria.

Mandatory criteria		
<ul style="list-style-type: none">• Minimum Master's degree in Finance or, Commerce or related field;• Qualified Certified Accountant such as Certified Public Accountants (CPA) or ACCA etc• Membership in a recognized Finance-related institute, such as Institute of Certified Public Accountants (ICPA) or ACCA etc;		
Additional evaluation criteria	Max. Point	Score
<ul style="list-style-type: none">• Minimum of 10 years of experience in Financial management, 5 years of which is in handling Finance activities using Bank (or Development Partners Funded	10	

projects) finance guidelines. Knowledge of/experience with Bank/other international development organizations' financial procedures.		
<ul style="list-style-type: none"> • Competence in use of computerized Accounting packages and applications (10); • Demonstrated computer skills, knowledge of Microsoft Office Suite especially, Word, Excel and PowerPoint (10). 	20	
<ul style="list-style-type: none"> • Knowledge of International Public Sector Accounting Standards and International Financial Reporting Standards 	30	
<ul style="list-style-type: none"> • Proven track record in working effectively within multidisciplinary teams, recognize the value of sharing ideas, knowledge and information with others and takes personal responsibility for doing so (10); • Ability to plan and organize effectively and build alternative actions into plans, deploying resources effectively and reviewing priorities (10); • 	20	
<ul style="list-style-type: none"> • Excellent analytical skills and report writing; 	10	
<ul style="list-style-type: none"> • Fluency in spoken English and ability to write lucid reports and documents in English is required; knowledge of French will be an added advantage. 	10	
Total Score	100%	

12. Mode of Application

All applications in writing 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:

African Peer Review Mechanism Secretariat
Private Bag XO8, Halfway House
Physical Address: 230 15th Road, 1st Floor,
Raandjies Park, Midrand, 1685,
South Africa

Contact: Ms Janet Mabwa
Email: info@aprm-au.org
janet.mabwa@aprm-au.org