

Terms of Reference(s)

CS-10(a): PIU ADMIN HEAD

Scope of Work

Assist and provide support to the Project Director, Project Manager and Deputy Project Manager in the overall administrative and human resource requirements and day to day operations support of the PIU, SSEIP.

Detailed Tasks and/or Expected Output

The administration head will perform the following functions, duties, and tasks:

- Provide overall support for the administrative and human resource requirements of the PIU and report to the PD through Project Manager;
- Develop and implement human resource policies, procedures and systems for the effective implementation of project objectives;
- Prepare job descriptions, matrix of employee skills and training requirements and establish remuneration benchmarking;
- Ensure PIU compliance with all human resource related statutes, ordinances and regulations of the GOS and GOP;
- Work with Project Director/Project Manager and PIU staff to ensure harmonious working relationships; and
- Responsible for and ensure that all administration related matters and routine admin requirements are met.

Minimum Qualification Requirements

A university degree in Human Resource Management, Business, administration or other relevant discipline.

Demonstrated experience in the development and implementation of innovative integrated human resource management systems that meet statutory and business needs, sound knowledge of contemporary human resource processes and practices, and good interpersonal and communication skills are essential. The administration head having preferably 7 years of experience in managing and maintaining administration and human resource management systems for projects and programs in Pakistan financed by ADB and/or other multi-lateral development banks (MDBs).

Minimum General Experience: 7 Years

Minimum Specific Experience (relevant to assignment): 7 Years

CS-02 (a): CHIEF FINANCIAL MANAGEMENT SPECIALIST

Scope of Work

Assist and provide support to the Project Director, Project Manager, Deputy Project Manager and Project Finance team in the overall financial management and accounting matters of the PIU, SSEIP

Detailed Tasks and/or Expected Output

The specialist will perform the following functions, duties, and tasks:

- Assist the EA to open an advance account for the project at an ADB-approved bank;
- Under the guidance of the Project Director/Project Manager and with inputs from and in close cooperation with other PIU staff, prepare annual budgets for project implementation based on projection for contract awards for different categories of expenditures;
- Establish project account(s) to manage and record utilization of program funds;
- Prepare statements of expenditures and disbursement requests for replenishment of the advance account in accordance with provisions in ADB Loan Disbursement Handbook;
- Prepare a financial plan and budget requirements for each period for approval by PIU Project Director/Project Manager;
- Develop and maintain financial database for program activities;
- Prepare monthly financial reports based on standard accounting principles with all necessary qualification documentation (invoice, bank drafts, bank reconciliations etc.);
- Maintain payment records of all invoices received;
- Ensure that payments for all project related expenditures are made in a timely manner;
- Ensure that adequate financial controls are in place to maintain transparency and proper accountability of expenditures;
- Arrange for annual external audit of program accounts in accordance with provision in the Loan Agreement and ADB requirements; and
- Perform other related functions, duties, and tasks as may be requested by PIU Project Director/Project Manager.

Minimum Qualification Requirements

An internationally recognized qualification in accounting and/or financial management / university degree in finance or related field, preferably with graduate degree or advanced training in financial management or equivalent. Sound understanding of ADB's Financial Management System and Analysis of Projects and excellent communication and reporting skills in English are essential. The specialist having preferably 10 years of experience of Financial Management, particularly in managing and maintaining financial management systems for projects and programs in Pakistan with preference to Sindh Province financed by ADB and/or other multi-lateral development banks (MDBs) or international financial institutions. Experience working on donor-funded projects is essential.

Minimum General Experience: 10 Years

Minimum Specific Experience (relevant to assignment): 10 Years

CS-27-AF: JUNIOR FINANCIAL MANAGEMENT SPECIALIST

Scope of Work

Assist the Chief Financial Management Specialist, Project Director, Project Manager, Deputy Project Manager and the Project Finance team in the day-to-day financial management and accounting matters of the Project Implementation Unit (PIU), Sindh Secondary Education Improvement Project (SSEIP).

Detailed Tasks and/or Expected Output

- The Junior Financial Management Specialist will perform the following tasks under the supervision and guidance of the Chief Financial Management Specialist and PIU leadership:
- Assist in the preparation and updating of financial records and supporting documentation in accordance with project requirements;
- Support in the development and maintenance of financial databases and filing systems to ensure accurate record-keeping and data entry;
- Help prepare disbursement requests, statements of expenditures, and reconciliation reports in line with ADB's Loan Disbursement Handbook;
- Assist in compiling inputs for budget preparation and financial reporting;
- Support in maintaining payment records and monitoring invoice processing for timely payments;
- Coordinate with vendors and service providers regarding payment statuses and documentation requirements;
- Assist in the preparation of monthly, quarterly, and annual financial reports, ensuring compliance with standard accounting principles;
- Provide support in organizing and facilitating internal reviews and external audits;
- Help ensure financial control procedures are followed in all transactions to promote transparency and accountability;
- Perform other related tasks as assigned by the Chief Financial Management Specialist or Project Manager or Project Director

Minimum Qualification Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field;
- Familiarity with basic financial management principles and accounting standards;
- Good understanding of donor-funded project environments, preferably with exposure to ADB or similar development partner procedures;
- At least **4-5 years** of relevant experience in financial or accounting support roles, preferably on projects in the public sector or development sector;
- Strong analytical skills, attention to detail, and proficiency in Microsoft Excel and financial software/tools;
- Effective communication and organizational skills;
- Knowledge of local financial practices and regulations in Sindh/Pakistan is preferred.

Minimum General Experience: 4-5 Years

Minimum Specific Experience (relevant to assignment): 4-5 Years

CS-26-AF: ACCOUNTANT

Scope of Work

Assist the Chief Financial Management Specialist, Project Director, Project Manager, Deputy Project Manager and the Project Finance team in the day-to-day financial management and accounting matters of the Project Implementation Unit (PIU), Sindh Secondary Education Improvement Project (SSEIP).

Detailed Tasks and/or Expected Output

The accountant will perform the FM tasks related to the project including, but not limited to:

- i. Perform budget preparation and cash plans of the PIU for the project.
- ii. Preparation of the cash forecasts on a quarterly basis in coordination with the projects' team and submit to the ADB for advance and replenishment of advance.
- iii. Prepare and process withdrawal application in accordance with ADB's Loan Disbursement Handbook (2022, as amended from time to time).
- iv. Assist the FM section in analyzing, planning, designing, implementing and monitoring a system in line with best practices in the process of payment and expenditure management.
- v. Assist the FM section in the financial management aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
- vi. Maintenance of budget and accounting records related to the project and ensure that the accounts records are up to date.
- vii. Record all transactions timely and accurately in the books of accounts and ensure that no expenditure remains unaccounted.
- viii. Maintain accounts on cash basis as per government accounting procedure and the requirements of IPSAS.
- ix. Prepare bank reconciliation statements of assignment account on a monthly basis.
- x. Prepare the project financial statements as per Cash Basis IPSAS and submit to the Auditors within one month of the close of the financial year.
- xi. Assist the CFMS in the timely initiation and completion of external audit of project financial statements.
- xii. Assist the FM section in ensuring that the project is adequately reflected in audit plan of internal auditors and that the internal audit is periodically conducted in accordance with the internal audit plan.
- xiii. Assist the CFMS in the preparation of working papers on audit observations raised by external auditors and arrange to convene FM section meeting to settle the audit observations to the extent legally and logically possible.
- xiv. Assist the FM section of the PIU in matters related to financial management correspondence and in efforts to maintain liaison with the GOS Finance Department, Accountant General Office, Treasury Office, audit offices in Sindh and other relevant parties involved in the implementation of the project.
- xv. Report to the CFMS and to the Budget and Finance Officer of PIU for proper financial management and budgeting of project funds.
- xvi. Any other assignment within the scope of responsibilities.

Minimum Qualification Requirements

The accountant shall have at least a bachelor's degree in accounting and/or finance or related field preferably along with ACCA or similar professional qualification with a minimum five years of relevant work experience, including two years' experience with international donor-funded projects, preferably ADB.

Minimum General Experience: 5 Years

Minimum Specific Experience (relevant to assignment): 5 Years