

Republic of North Macedonia

Ministry of Transport and Communications

**VACANCY ANNOUNCEMENT**

**Recruitment of Individual Consultant**

**Job Position: Administrative and Financial Management Assistant**

**LRCP-9034MK-A.3.1.12 WBTTFP-8929MK-411T**

**General Information:** The Ministry of Transport and Communications (the CLIENT) intends to engage highly qualified individual Consultant to provide services as Administrative and Financial Management Assistant of the Project Implementation Unit (the PIU) in the Ministry of Transport and Communications in North Macedonia. The Project Implementation Unit (the PIU) is staffed with different expert profiles in order to carry out complete project management for the two projects, the Trade and Transport Facilitation Project and the Local Roads Connectivity Project financed by the World Bank. The assignment is full time for a period of 30 months, in all cases not less than up to the end of the projects life.

**Project Background:** The Local Roads Connectivity Project (the LRCP) is envisaged to support the selected municipalities by investments in reconstruction, rehabilitation and upgrading of local roads/streets that will enhance their mobility, connectivity and road safety. Moreover, the investments may include: sidewalks, bike paths, street lighting, slope and lands lading stabilization, junction improvement, pedestrian crossings, water drainage and capacity building of the municipal staff.

The Trade and Transport Facilitation Project Phase 1 in North Macedonia includes a combination of investments, technical assistance and regulatory and institutional reforms. It will primarily focus on adoption and implementation of a National Single Window (NSW) solution, improvements in border crossings in selected trade corridors BCP at Deve Bair and BCP at Kjafasan, deployment of an Intelligent Transport System (ITS) on the A1 motorway, which is part of Corridor X, and technical assistance.

**Position Objective:** To plan, monitor and control all project financing activities by components, in close cooperation with the Project Director, Financial Management Expert and the contractors, supervisors, other consultants, as well as the Ministry of Transport and Communications and other agencies. In addition, he/she will develop, according to the project cycle and Procurement Plans, the implementation of activities as per contract specifications and in compliance with legal/regulatory framework of the World Bank. Thus, he/she will ensure that the works, goods and services are satisfactorily completed on time and within budget aligned with the contractual requirements.

**Tasks and Responsibilities:** Administrative and Financial Management Assistant of the PIU will be responsible for the following duties: Further develop and operate a financial management system which would include the following aspects: Flow of Funds Process, including policies, procedures and arrangements for receipt of funds from various sources to the Project(s), and flow of funds within the Project(s) to the various implementing entities; Accounting System, that covers Entire Project(s) i.e., all sources of funds for the Projects(s) (e.g.: Government of Macedonia, WB, and other donors); and all utilization of funds. This would include:

a) Chart of Accounts: The Chart of Accounts would be used to: (a) capture financial data under appropriate headings; and (b) classify and group financial data for the various financial reports. The structure of the Chart of Accounts should cater for data to be captured by: (i) Project(s) components and sub-components; (ii) expenditure categories; (iii) WB disbursement categories for the Project(s); and (iv) implementing entities.

b) Financial and Accounting Policies: Simple, clear and transparent financial and accounting policies, which would govern financial management of and accounting for the Project(s) should be developed. These would include both: (i) Accounting Policies for accounting and financial reporting for the Project(s); and (ii) Financial Policies and Procedures e.g., policies and procedures for transfer of funds and accounting for expenditures (including payment of advances, recovery of amounts); policies regarding expenditures which can be treated as Project(s) expenditures, and the classification of these expenditures under appropriate headings in the Charts of Accounts; etc.

c) Design of formats of the various accounting books, records and statements e.g., cash and bank books, journals, various ledgers, trial balance, voucher formats, etc.

Assist the PIU Financial Management Expert in financial and accounting procedures. the most important considerations in the various procedures are: (i) a satisfactory system of internal controls: and (b) smooth working/operation of the financial system. These procedures should incorporate standard internal checks/controls such as delegation and separation of duties, authorization of transactions, physical custody of assets, periodic and regular reconciliations, independent verification, in conformity to Project procurement policies and procedures, etc; Assist the PIU Financial Management Expert in preparation of budgets: the budgeting system should be integrated with the accounting System to enable comparison of actual performance with budgets/targets; Assist the PIU Financial Management Expert in preparation of financial forecasts: financial forecasts should be based on projected work programs and actual performance. Forecasts should include both short-term forecasts (say 2 quarters), and longer-term forecasts over the life of the Projects; Assist in procurement and contract administration monitoring: develop and implement a solid system for monitoring of procurement processing of contracts. This system should be linked to the financial accounting system wherever needed; Financial Reporting: Assist the PIU Financial Management Expert in preparation of the various periodical financial reports for the Ministry of transport and communications, World Bank and others stakeholders. The financial reports should provide quality and timely information to Project management, implementing entities, and various stakeholders on Project performance. The financial reports should also include all the Project Management Reports (financial statements, output monitoring reports, and procurement management reports); Assist the PIU Financial Management Expert in preparation in auditing arrangements for safe custody of all financial records for review by Bank Missions and external auditors; Assist the Project Director in preparing the PIU Reports (quarterly, midterm and completion); Maintain regular fille and document management system in accordance with the requirements of the PIU and the Bank and propose improvements whenever required; Assist the Project Director and PIU Procurement Specialists in the procedures of procurement and distribution of office supplies, office equipment, equipment repairs, and other material required for the efficient and effective implementation of the Projects; Assist the Project Director in management of PIU human resources (reports, time sheets, leave, trainings, travel, etc; Assist the Project Director and PIU Project Officers in carrying out administrative duties such as filing, typing, copying, binding, scanning etc; Assist the Project Director and PIU Project Officers in regular update and upload of data, documents, files in the PIU web-site and other programs or social media, as needed; Assist the PIU Financial Management Expert in maintaining regular update and upload of data in the PIU Financial Management System; Perform other duties as may be requested by the Program Director and PIU Staff.

**Knowledge, experience, skills and competences:**

Educational qualifications of at least a University Degree in Economics/Finances/Accounting (where a university degree has been awarded on completion of a minimum of three years of study in a university or equivalent institution);

Area of professional expertise: Economics/Finances/Accounting;

Years of experience: Professional experience of minimum 3 years in financial planning, accounting and reporting on a governmental level /local level/project level and/or in private sector;

Required: Required knowledge of national legislation in the field of financing and budgeting;

Excellent Knowledge of English language (reading, speaking, and writing), Excellent Knowledge of Macedonian language;

Computer skills: Word, Excel, Microsoft Office;

Desired: Contract Monitoring;

Managerial skills: Self-planning & organizing, problem solving, work under pressure, communication, teamwork, initiative.

**Applications:** The candidates should submit their Letters of Application, CVs, and Letters of Motivation (all documents in English language) only electronically to the following e-mail: konkursi@mtc.gov.mk . The deadline for submitting the applications is **31 May, 2023, the latest.** The candidates can find the ToR for the announced job position in the following link <http://mtc.gov.mk> .