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MINISTRY OF SOCIAL DEVELOPMENT (MoSD) PATHWAYS TO SUSTAINABLE LIVELIHOODS PROJECT (P177814)

TERMS OF REFERENCE (TORS) – FINANCIAL MANAGEMENT SPECIALIST

1.0 Project Background

The Government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US\$26.5 million toward the implementation of Pathways to Sustainable Livelihood Project (PSLP) for a five (5) year period up to 2027.

The Ministry intends to use a portion of the proceeds of this credit for an individual consultant to act as a Financial Management Specialist (FMS) to serve as part of a Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development. The FMS will be responsible for ensuring the effective, efficient and transparent management of the financial resources allocated to the project in strict compliance with the rules and guidelines defined by the World Bank and the Government of Lesotho.

2.0 Objectives

The objective of the assignment is to undertake services in the procurement of Goods and services and enhance Financial capacity of Ministry Social Development (MoSD) staff through implementation of TIC.

3.0 Scope of Services

The services of the Financial Management Specialist shall include but not limited to the following tasks;

- a. Prepare Project budget in accordance with the Project activity plan and in coordination with the Project Coordinator and component specialists.
- b. Ensure a smooth flow of financial information and observance of Government and World Bank guidelines.
- c. Process consultant and vendor third party payments and prepare payment vouchers with respective supporting documents.
- d. Prepare monthly and annual expenditure reports, bank reconciliation, petty cash accounts in line with the organizational and donor requirements deadlines.
- e. Ensure that financial reports are submitted to the World Bank within the deadlines established in the financing agreements.
- f. Provide operational support to technical staff on expenditure Management to include Short Term Action Plans and Expenditure Schedules.
- g. Ensure timely submission of statutory returns and VAT claims according to Lesotho Labour Laws.
- h. Uphold to the organizational financial and internal control system.
- i. Prepare withdrawal applications to be submitted and facilitate the timely replenishment of the Special Account and timely disbursement and payments to key project partners and service providers.

- j. Participate in Internal and External Audits by providing Auditors with Accounting Documents as requested and providing Explanations for Audit Queries.
- k. Provide ongoing support and mentoring to project and MoSD staff with regard to project financial systems and procedures.
- l. Maintain and update Purchase Order tracker on a monthly and or quarterly basis.
- m. Supervise petty cash.
- n. Produce the financial statements at the end of each financial year for audit in accordance with the Financing Agreements with the World Bank.
- o. Prepare monthly and quarterly progress reports.
- p. Perform additional assignments, as directed by Director Finance at the Ministry of Social Development.

4.0 Qualifications and Experience

- Bachelor's Degree in accounting, commerce, finance or business administration, and/or chartered accountant.
- Minimum of five years' hands on financial management experience with projects financed by the World Bank.
- Excellent written and oral skills in English
- Excellent computer skills including proficiency in Excel
- Experience in evaluating financial management systems (including budgeting, accounting, cash management, internal audit and financial reporting systems)
- Knowledge of the use of Quick books, Tompro and Pastel software will be an added advantage
- Knowledge of World Bank financial management procedures and guidelines is requirement.
- Excellent organizational and communication skills and ability to work independently
- Be a citizen of the Kingdom of Lesotho

5.0 Duration of Assignment

The assignment shall be for a period of twenty-four (24) months renewable upon satisfactory performance.

6.0 Submissions of Applications

The Principal Secretary
 Ministry of Social Development
 P.O. Box 20
 Maseru
 Lesotho

and

Hand delivered to the office of the Human Resource
 Former Ministry of Social Development
 Offices, 3rd Floor Pension Fund Building
 Maseru, Lesotho

Interested candidates shall submit their applications, Educational Certificates and transcripts, Curriculum Vitae with two names of the referees with their contact details on or before 14 September 2022 during working hours to the following address: tankisomasao@gmail.com