

Project title:	Support to the Office of the National Authorising Officer
Position:	Finance and Contracts Expert
Location:	Zambia
Eligible nationalities:	All nationalities
Start of project:	01/09/2014
Assignment duration:	28 months
Deadline:	09/05/2014
Objective of the project:	<p><u>The overall objective</u> "To contribute to sustainable economic growth and poverty reduction in Zambia through improved aid coordination and delivery." <u>Purpose</u></p> <ul style="list-style-type: none"> • The purpose of the technical assistance is to enhance the capacity of the NAO, in the implementation, coordination and monitoring of the EDF portfolio.
Qualifications required:	<p><u>Qualifications and Skills</u></p> <ul style="list-style-type: none"> • A University Degree or equivalent professional qualification in Business Economics, Financial Management or Accounting, or substituting professional experience • A Certificate or above in procurement/Purchasing and Supply would be an advantage; • Computer literacy (MS Office package, Accounting Software such as Pastel, Quick Books, SUN, etc.) • In depth knowledge of Financial and Contractual EDF procedures • Proven communication skills including on the job training of counterparts as well as presentations to decision makers and other stakeholders / verbally and in writing. • Fluency in oral and written English <p><u>General Professional Experience</u></p> <ul style="list-style-type: none"> • Experience in the contractual and financial management of development projects with a minimum of 3 years. • Experience in procurement/ purchasing and supply will be considered an added advantage. • Knowledge and experience of using and managing computer-based accounting and project management programmes. • Experience with Management Information Systems will be an added advantage • Working experience of projects in Sub-Saharan Africa for not less than 2 years. <p><u>Specific Professional Experience</u></p> <ul style="list-style-type: none"> • At least 5 years' experience with implementation under EDF rules • Experience in building capacity for financial and contract management in public sector institutions of developing countries • Experience with setting up systems for internal control to support financial governance. • Experience in the area of procurement will be an added advantage <p><u>Advantageous</u></p> <ul style="list-style-type: none"> • The Adviser will have excellent interpersonal and communication skills. He /she is in the position to present concepts and issues clearly and to communicate effectively to persons from a different professional background.

Other information:	<p><i>If you are interested in this position please send your CV in EU format under the heading “Zambia & Finance and Contracts Expert”.</i></p> <p><i>When sending your application pl ease include an indication of your desired remuneration (day-rate). Please also make sure that you include one or more telephone numbers.</i></p> <p><i>Only selected candidates will be contacted.</i></p>
Contact:	lot2@ntu.eu

