

# **SINDH CITIES IMPROVEMENT PROGRAM (SCIP)**

## **Term of References for Accounts Assistant**

### **1. Background to the Assignment**

Government of Sindh has initiated “The Sindh Cities Improvement Program (SCIP)” with the assistance of Asian Development Bank (ADB) that aims to improve municipal services and development of major urban centers of Sindh. In the first instance, the program will be implemented in selected towns in upper Sindh (called Sukkur Cluster) and focus on improving Water and Sanitation services thereby helping to improve public health and quality of life in an innovative manner to sustain the investments in social/urban sectors. Later, in the program the same practices will be replicated in other urban centers in Sindh.

The other major objective of this program is to bring institutional reform through good management and engineering practices. The existing institutional setup of Government of Sindh will be strengthened by devising better investment processes and policies to facilitate the enhanced municipal services delivery. In this connection, a public utility organization called North Sindh Urban Services Corporation (NSUSC) shall be created, from where such practices shall be executed on sustainable basis. The NSUSC would be charged with execution of all investments in Water Supply and Sanitation and Solid Waste Management schemes within the designated coverage areas.

In this connection, a Program Support Unit- SCIP has been established in Planning and Development Department, Government of Sindh. PSU will help to provide a base for developing processes, policies in WSS & SWM sectors, and will facilitate their application on the other urban centers of Sindh.

### **2.Key Qualifications**

An individual suitable for this job should possess the following qualifications and background that facilitate work in the above mentioned tasks.

- He / She should have a B.Com or equivalent degree in accounting and auditing.
- Well conversant with Customized Accounting Software and MS office.
- Should have in knowledge of standard accounting documents, such as, generals, ledgers, accounting registers, and other bank statements
- 1-3 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project
- Relevant experience in public sector/donor aided project will be given preference.
- Age not more than 30 years

### **3.Duty Station**

The Services will be performed principally at Program Support Unit Sindh Cities Improvement Program.

### **4. Inputs**

The services will be required for initially for 12 person months extendable upon satisfactorily annual performance evaluation.

### **Scope**

Involved in all accounting activities from initiating to finalization of payments.

### **5. Duties and Responsibilities**

- Verification of payments, processing of payroll and other disbursements.
- Involved in all bookkeeping.
- Processing of payroll of staff Maintaining records related to salaries
- Maintaining and filing of relevant records & vouchers.

### **6. Reporting**

The Accounts Assistant Reports to Accounts Officer and has to supervise the Accounts of Program Support Unit.

### **7. Outputs**

- Data base Management of all Accounting activities.
- Efficient handling of Accounting Data
- Submit timely reports as per needed.
- Keep records of Assigned duties