

SINDH CITIES IMPROVEMENT PROGRAM (SCIP)

Term of References for Accounts Officer

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 Masters Degree preferably with majors in accounts or MBA (Finance) or Certified CA or ACMA or Mcom
- Well conversant with Customized Accounting Software and MS office.
- Atleast 5 years of relevant experience in reputable multinationals or major multi-donor or multi-sectoral public sector project
- Relevant experience in public sector/project will be given preference.
- Age not more than 40 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

Supervision of all accounting functions performed as per ADB's disbursement policies with fulfilling the requirements under GFR & SFR.

5. Duties and Responsibilities

- Maintaining Books of Accounts and Implementation of Accounting policies as per requirements of Government of Sindh and Asian Development Bank.
- Developing Accounting policies for Program Support Unit (SCIP).
- Provide extensive support in preparation of annual budgets and coordinate audit activities.
- Ensure implementation of SCIP's financial policies and procedure to ensure that they are in consonance with the loan conditionalities.
- Lead all book keeping activities.
- Prepare financial and management reports

6. Reporting

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

7. Outputs

- Preparation of Financial report for management, donor agencies & Government of Sindh.
- All accounting activities carried out as per Government Financial Rules (GFR) and Sindh Financial Rules (SFR)