



Solomon Island Government
Ministry of Provincial Government and Institutional Strengthening

Vacancy Notifications: IEDCR (MPGIS)

The Ministry of Provincial Government and Institutional Strengthening is calling for expression of interest from suitably qualified candidates to fill vacant positions in its “**Integrated Economic Development and Community Resilience Project**” (IEDCR). The positions are individual consultancies. Interested candidates shall collect detailed terms of reference for the positions they aim to apply. A summary of academic qualifications and experience for each position is indicated below. To obtain detailed TOR for the five positions, the following people could be contacted:

1. Dorothy Kiko: Human Resource Manager, MPGIS: DKiko@mpgis.gov.sb - 7121723
2. Jammie Wale: Senior Human Resource Officer: JWale@mpgis.gov.sb - 7185080
3. Chris Siale Chief Administration Officer, MPGIS: chrisiale@mpgis.gov.sb - 7189345

All applications must be addressed to the Human Resource Manager, MPGIS

Closing date for applications: 14th June 2022 4.30pm.

Female candidates are highly encouraged to apply.

Should you need further explanations relating to any of the positions indicated herein, kindly email the following officers:

1. John Misitee: Deputy Secretary, MPGIS: Jmisitee@mpgis.gov.sb
2. Momodou Lamin Sawaneh: CTA, PGSP: sawanehl@gmail.com

1. Project Operations Manual (POM) Consultant IEDCR

1.1. Purpose of the Assignment

- The purpose of this consultancy is to prepare the first edition of the Project Operations Manual (POM) in form and substance satisfactory and accepted by the Implementing Agencies (MPGIS and MECDM) and IDA per the Disbursement Condition under the proposed Financing and Grant Agreements. The POM will be attached to the PCDF Operational Procedures Manual and shall apply exclusively to IDA and LDCF funding activities. This is an individual consultancy with 3 months duration.

1.2. Qualifications, Experience, and Skills Required

Minimum academic qualifications:

Tertiary qualification in engineering, management, business administration, economics, development studies, or a relevant related discipline

1.3. Minimum experience and capability:

- ✓ Have at least eight (8) years’ of working experience on development projects with the World Bank, ADB, EU, or similar, developing and applying procedures, guidelines, or manuals;
- ✓ Demonstrates a working knowledge of the design and assessment of performance-based grant systems;
- ✓ Demonstrates a working knowledge of local development and participatory planning systems;
- ✓ Fluent in the English language;
- ✓ Demonstrated skill in writing clear and easy to navigate procedures/templates/forms to guide different discipline requirements;
- ✓ Demonstrated computer skills (Word, Excel, and flowchart software such as PowerPoint, Visio, or Drawio);
- ✓ Demonstrated ability to meet competing and multiple deadlines; and
- ✓ Proven experience in managing projects with diverse stakeholders and meeting deadlines.

2. Senior Finance Officer - IEDCR

1. Qualification and Experience Requirements

2.1. Academic Qualification

- ✓ The candidate must have (minimum) a Bachelor's degree in pure accounting from a recognized university. Candidates without a first degree in pure accounting need not apply.

2.2. Experience required for this job

- ✓ Candidate must have at least had seven years of experience after graduation and five years of that must have been in a cash accounting environment with profound understanding of Relevant International Public Sector Accounting Standards on cash basis.
- ✓ At least five of the Candidate's seven years' experience must have been relevant accounting and reporting responsibility at a higher level with a track record of meeting reporting deadlines.
- ✓ Candidate must have had at least five years of budget preparation, execution and reporting experience at a higher level.
- ✓ A thorough understanding of basic accounting principles.
- ✓ Candidate must be familiar with usage of accounting packages especially the MYOB software.

2.3. OBJECTIVE OF THE ASSIGNMENT

- ✓ The objective of this Consultancy is to support the Implementing Agencies (MPGIS and MECDM) to achieve the project development objectives through undertaking the following tasks:
- ✓ Provide periodic advice and support for IEDCR implementation of financial management and compliance of project documents.
- ✓ Undertake a variety of tasks such as preparing financial reports, supporting the effective implementation of financial management requirements, compliance arrangements, reporting and overseeing the performance of financial management across IEDCR.
- ✓ Overall responsibility for ensuring that the IEDCR financial reporting obligations are delivered in a timely and efficient manner.

3. ICT Specialist

3.1. Objective of the assignment

- The objective of the assignment is to provide ICT leadership and support to the IECDR Project Management Unit (PMU), the nine Provincial Governments and the MPGIS, so that the project's planned ICT facilities are effectively and efficiently implemented at the Ministry, Provincial Government and community level.

3.2. Qualifications and Experience

- 1) Bachelor's degree in Computer Science, Information Technology, Software Engineering or related discipline from a recognized university

3.3. Experience

- 2) Experience in a similar role for at least five years.
- 3) Five years' experience in Information Systems Administration and Management, ICT infrastructure design and implementation, Software Development, software engineering, Information Technology and Implementation, or similar role, possibly with a significant role in a small team.
- 4) Experience across a broad range of skills required for this assignment, such as server and network administration, database administration, basic security, and applications management.
- 5) Specialized skills in the following areas will be advantageous:
 - a. Administration of Windows and/or Linux servers, databases such as MySQL, and Apache or IIS Web/application servers.
 1. SQL, programming languages (such as C, C++, Java); Scripting languages (Javascript, PHP);
 2. Report generation and BI products such as Crystal, PowerBI, or similar.

4. Procurement Officer

4.1. Objective of the assignment

- ✓ The objective of the assignment is to provide technical lead, and support the IEDCR Project Management Unit (PMU) to implement the procurement of activities under the Project including the procurement activities under the Project Component 2 and 3 to be implemented by the PMU with the PGs .

4.2. Qualification Requirements

Academic Qualification

- ✓ University degree in procurement, engineering, law, finance, business administration, project management, or similar relevant qualification or equivalent experience.

4.3. Experience Requirements

- 1) At least 10 years proven practical experience as a project procurement specialist, or in procurement management in a similar role.
- 2) Proficiency with similar financing institution's procurement regulations and procedures.
- 3) Proficiency with SI central and provincial procurement guidelines and procedures
- 4) At least 3 years experience with donor-funded projects, especially involving international financial institutions.
- 5) Demonstrated ability to develop, implement, and monitor, comprehensive project procurement plans, and to undertake complex procurements.
- 6) Demonstrated high level experience and competency in computer database and software use including browser (cloud) based procurement software and systems.

5. Project Accountant/logistic officer

5.1. Assignment Objective

- ✓ The objective of this Consultancy is to support the Implementing Agencies (MPGIS and MECDM) to achieve the project development objectives through undertaking the following tasks:
- ✓ To manage the financial management, accounting, disbursements, and replenishments to the Designated Account for IEDCR in compliance with SIG and World Bank requirements, guidelines, and procedures.
- ✓ To effectively assist the Sr Finance Officer in ensuring FM arrangements are in place in accordance with the Project Document and Financing Agreements.

5.2. Mandatory qualifications:

Academic:

- ✓ The candidate must have Bachelor's degree in pure accounting from a recognized university. Candidates without a first degree in pure accounting need not apply.

5.3. Work Experience Requirements

- ✓ The candidate must have had post-graduation working experience of at least seven years, in accounting in Government or private sector environment.
- ✓ Knowledge of the SIG financial management information system.
- ✓ A good understanding of International Accounting Standards on public sector would be a mandatory requirement to ensure a strong background in financial reporting.
- ✓ Knowledge of SIG and Provincial Governments' financial management regulations regarding internal control processes and procedures.
- ✓ A strong background in reconciliation and financial analysis is critical.
- ✓ Experience working for NGOs, or a similar project will be an advantage.