

Ministry of Finance

Job Description

Position Title: Senior Economic & Aid Officer

Position Code: FI003291

Division: Aid Coordination & Loans Management Division

Grade: A12/A13

Salary Min: \$27,502

Salary Max: \$30,663

Responsible to: Principal Economic & Aid Officer

The execution of duties and responsibilities related to the effective administration and monitoring of all External Aid Programs and projects

Position Responsibilities and Duties:

1. Conduct inspections to review the physical progress and implementation of aid funded projects on a bi-annual basis and report to management and appropriate donors.
2. Participate in tripartite and Project Coordinating Committee (PCC) meetings on aid-funded projects and comment on Ministry of Finance's role in the administration and monitoring of project implementation, including the provision of counterpart funding.
3. Prepare and issue financial statistics on external aid flows and stock on a quarterly and annual basis for the Central Bank Bulletin, Annual Reports and associated documentation for the Budget.
4. Manage and maintain an appropriate computer database to register all cash grants received from time to time and notify implementing agencies of the procedures involved in the disbursing of external aid received.
5. Monitor the utilisation of cash grants, reconcile project accounts and submit acquittal reports to Donor Agencies a quarterly basis.
6. Assist with the preparation of project completion reports as may be required; monitor and review implementing agencies' accounting requirements on completion of projects and reconcile statements of expenditures against aid disbursements; including local counterpart costs for the preparation of consolidated project accounts for auditing.
7. Consult with Line Ministries on provisions required to be made in Government Estimates for counterpart funding to aid funded projects including provisions for customs duty, taxes and VAGST for qualified imports for ongoing and pipeline projects.
8. Develop and maintain an appropriate computer database to record the utilisation of non-cash aid or Commodity Assistance Programs for incorporation in the External Grants Report in the Budget and the Balance of Payments Statistics in the Central Bank reports.
9. Participate in the preparation and compilation of external grants statistics required by International agencies.

SELECTION CRITERIA

1. Degree in Accounting, Economics, Business Management or a related field from a recognized University; (Essential)
2. Minimum of at least 2 years of relevant working experience; (Essential)
3. Must be computer literate with excellent skills in the followings programs: Word processing, excel spreadsheets & power-point (Essential)
4. Excellent technical and analytical skills in finance and accounting work; (Essential)
5. Excellent report writing, communication, customer service and interpersonal skills (Essential)
6. Ability to work as part of team to achieve divisional outputs and departments long term objectives (Essential)
7. Must have good knowledge of Government Accounting Systems and procedures (Desirable)
8. Good knowledge and understanding of external debt management software CS-DRMS (Debt recording management system); (Desirable)