



## Terms of Reference



Ministry of Health and Sanitation with support from its Development Partners seeks to recruit qualified and competent Sierra Leoneans in the Integrated Health Projects Administration Unit (IHPAU). The IHPAU provides fiduciary oversight of public and donor supported projects within the Ministry of Health and Sanitation.

The Ministry's vision is to *make the IHPAU an effective and efficient project management unit that ensures best practice standards for project management in compliant with the National Health Sector Strategic plans, fiduciary systems, procurement guidelines, administrative and monitoring and evaluation principles.*

**Vacancy No.:** MoHS/ADV-IPAU/101  
**Post Title:** Financial Management Specialist  
**Duty Station:** Freetown  
**Duration:** One year initially and renewable subject to satisfactory performance  
**Organisational Unit:** Integrated Health Projects Administration Unit (IHPAU)  
**Closing Date:** 18<sup>th</sup> October 2013

**The IHPAU Unit invites applications for the post of Financial Management Specialist** who will advise the Director of IHPAU on all matters relating to finance, and ensure that acceptable financial management practices and requirements are followed for the utilization of donor funds. The FMS will be responsible for highest efficiency in all financial resources management and the provision of accurate, thoroughly researched and documented financial information, effective delivery of financial services, transparent utilization of financial resources management of the MOHS/IHPAU including preparation of monthly financial reports and submission of financial returns to facilitate timely donor disbursement of funds to project accounts. The FMS will provide oversight on all staff in the finance office, including the Administrative Assistant and office assistant

### DUTIES AND RESPONSIBILITIES

- a) Under the guidance of the Director of IHPAU, the Financial Management Specialist will provide sound financial advice to the MOHS & IHPAU and related project Components
- b) Coordinate the timely preparation of all financial and other reports for both internal and external users ( project management, MOHS, and DPs) as per agreed and acceptable guidelines

- c) Monitor and supervise disbursement matters of all projects funds within the IHPAU
- d) Ensuring internal controls are in place and are being adhered to
- e) Ensuring that all assets for the projects are being properly accounted for and are being used for their intended purposes
- f) Coordinate the preparation of financial statements for audit purposes and addressing audit queries if the need arises
- g) Providing Financial Management support for all missions organized by the World Bank and other Development Partners regarding the review of project activities

#### Specific Responsibilities

- Ensure effective and accurate financial resources management and oversight of the IHPAU
- Facilitate proper planning, expenditure tracking and audit of financial management resources
- Provide sound financial advice to the IHPAU and related project Components;
- Establish and maintain the accounting system and Project Account/s
- Finalize the budget and monitor its execution and analysis
- Produce the quarterly Financial Monitoring Reports (FMRs) in accordance with the IHPAU reporting requirements
- Prepare and issue the annual financial statements and organize their audit by external auditors
  
- Coordinate the timely preparation of all financial and other reports for both internal and external users ( project management, MOHS and DPs) as per agreed guidelines;
- Monitor and supervise disbursement matters of all projects funds within the IHPAU;
- Ensures that internal controls systems are in place and are being adhered to;
- Ensures that all assets for the projects are being properly accounted for and are being used for their intended purposes
- Coordinate the preparation of financial statements for audit purposes and addressing audit queries if the need arises;
- Provide Financial Management support for all missions organized by the Development Partners regarding the review of project activities;
- Supervises the Accountant, Administrative Officer, Admin Assistant/Secretary, Drivers, and Office Assistants;
- Undertake Project financial management; reviewing the internal control system to ensure that appropriate mechanisms, procedures, and systems are in place
  
- Performs all other financial functions specified in the Operational Manuals, Financing Agreements and Project Appraisal Documents of designated projects
  
- All other duties as assigned by the Director;

#### **Required Competencies:**

##### **Core Competencies**

- Integrity/Commitment to our mandate/Valuing Diversity
- Performance Management;

- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment; Working in Teams;
- Self-Management/Emotional Intelligence;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- Advanced or Master's degree in Finance/Accounting, Business Administration/Public Administration. A first level University degree in Accounting/Business Administration or related field plus a professional accounting qualification from an internationally recognized institute of accountancy may be acceptable in lieu of the advanced university degree.
- 7 years of progressively responsible experience in financial management operations in a multi-cultural environment required.
- Experience with managing staff and
- Good knowledge of IT-tools such as in Microsoft office software, MS-Word, Excel, etc.) and knowledge of data base packages.

**Languages:**

Fluency in English is required.

**Method of Application**

Applications (with a functional e-mail address and mobile numbers) should include detailed curriculum vitae (CV) as well as copies of all academic and professional certificates. Applications should be addressed under cover. The envelope should be marked at the top left hand corner **confidential** and the post applied for to:

**The Representative  
United Nations Population Fund (UNFPA)  
7b Sharon Street  
Wilberforce, Freetown**

**Closing Date: 18<sup>th</sup> October 2013 only short listed candidates will be contacted.**



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<b>Vacancy No.:</b>	<b>MoHS/ADV-IPAU/102</b>
<b>Post Title:</b>	<b>Accountant</b>
<b>Duty Station:</b>	<b>Freetown</b>
<b>Duration:</b>	<b>One year initially and renewable subject to satisfactory performance</b>
<b>Organisational Unit:</b>	<b>Integrated Health Projects Administration Unit (IHPAU)</b>
<b>Closing Date:</b>	<b>18<sup>th</sup> October 2013</b>

The IHPAU Unit invites applications for the post of **Accountant** will provide functional leadership in effective functioning of financial operations and systems in support of the programme and office management. Under the direct supervision of the Financial Management Specialist, programme and project staff providing financial monitoring and analysis of projects and advising managers on expenditure trends and implementation rates.

### **DUTIES AND RESPONSIBILITIES**

- Under the guidance of the Financial Management Specialist, the Accountant will support the monitoring of programme financial performance for all resources by providing necessary financial information and analysis, including implementation rate against indicators/results. Detects potential over-under expenditure problems and suggests remedial action.

- Develops tools and mechanisms for effective and efficient monitoring of programme and project budgets, coordinates compilation of financial data and provides accurate and up-dated financial information to IHPAU on a continuous basis.
- Interprets financial policies and procedures particularly relating to IHPAU and provides guidance and training to staff and project managers. Strives to identify ways in which programme financial needs can be met within existing policies.
- Assists in the management of the MOHS/IHPAU budget by budget formulation, controlling allotments, monitoring expenditures, and preparing revisions according to the needs of the MOHS/IHPAU.
- Ensures the effective financial recording and reporting system, internal control and audit follow-up and processes financial transactions in an accurate and timely way.
- Assisting the FMS in the carrying out of finance duties and in the preparation of relevant project Disbursement Reports;
- Assist in the preparation of monthly cash books and bank reconciliation statements of Special Accounts;
- Accounting Data Entry and book keeping on a daily basis of all transactions effected by projects;
- Support in the preparation of cheques and payment requests as requested by the FMS;
- Ensure that all bank statements and bank advices relating to the project (s) are received on time;
- Assisting the FMS in carrying out a complete quarterly and annual assets verification; and
- Perform all other duties that will be assigned by the FMS

Required Competencies:

Core Competencies

- Integrity/Commitment to our mandate/Valuing Diversity
  - Performance Management;
  - Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Working in Teams;
- Self-Management/Emotional Intelligence;
  - Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
  - Knowledge Sharing/Continuous Learning

**ESSENTIAL QUALIFICATIONS AND EXPERIENCE:**

- A first level University degree/ Higher National Diploma in Accounting, Business Administration or related field.
- 3- 5 years of progressively responsible experience preferably in programme/project management in a multi-cultural environment required.

- Good knowledge of IT-tools such as in Microsoft office software, MS-Word, Excel, etc.) and knowledge of data base packages

**Languages:**

Fluency in English is required.

**Method of Application**

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**Vacancy No.:** UNFPA/ADV-IPAU/103  
**Post Title:** Procurement Specialist  
**Duty Station:** Freetown  
**Duration:** one year initially and renewable subject to satisfactory performance  
**Organisational Unit:** Integrated Health Projects Administration Unit (IHPAU)  
**Closing Date:** 18<sup>th</sup> October 2013

The IHPAU Unit invites applications for the post of **Procurement Specialist** who monitor and ensure timely response to procurement issues, prepare procurement notices, lead procurement negotiations and proper documentation of processes followed.

### DUTIES AND RESPONSIBILITIES

- Under the guidance of the Director of IHPAU, the Procurement Specialist will take advisory role on procurement at the strategic level of the IHPAU and MOHS
- Lead/ensure the Preparation of Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) for activities required under the projects;
- Coordinate the preparation of Terms of Reference (TORs), process EOIs, prepare Requests for Proposals (RFPs) on consulting assignments
- In cases of procurement actions requiring DPs “no objection”, coordinate the dispatch of procurement documents to DPs, and monitor DPs response time on issuing “no objections” at different levels of the procurement process and follow-up accordingly.
- Monitor and ensure timely responses to procurement questions raised by the DPs.
- Follow-up with the short listed consultants within after dispatch of RFP, to ensure their participation in the selection exercise;
- Recommend the selection of the Evaluation Committees, and assume an advisory and participatory role in the evaluation process.
- Lead negotiations during the procurement cycle on behalf of the IHPAU
- Prepare the minutes of the Evaluation Committee meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;
- Prepare the final contracts, and ensure timely distribution of all relevant procurement and contract documents to all stakeholders
- Ensure that all related documents are included in the respective files, to ensure ease of following the paper trail of procurement by independent external auditors or authorised agents;
- Performs all other procurement functions specified in the Operational Manuals, Financing Agreement and Project Appraisal Documents of designated projects.

#### Required Competencies:

##### Core Competencies

- Integrity/Commitment to our mandate/Valuing Diversity
- Performance Management;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;

##### Working in Teams;

- Self-Management/Emotional Intelligence;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

#### ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Advanced degree in Commerce, Business administration, Procurement or related field required.



- 5 -7 years of progressively responsible experience in procurement operations in a multi-cultural environment required.
- Experience with managing staff
- Specialized knowledge in Business, logistics, contract management in the health sector is required.
- Good understanding of international trade laws and treaties an asset.
- Good knowledge of IT-tools such as Windows office package required.

Languages:

Fluency in English is required.

Method of Application

Applications (with a functional e-mail address and mobile numbers) should include detailed curriculum vitae (CV) as well as copies of all academic and professional certificates. Applications should be addressed under cover. The envelope should be marked at the top left hand corner confidential and the post applied for to:

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Vacancy No.: MoHS/ADV-IPAU/104  
Post Title: Procurement Officer  
Duty Station: Freetown  
Duration: one year initially and renewable subject to satisfactory performance  
Organisational Unit: Integrated Health Projects Administration Unit (IHPAU)  
Closing Date: 18<sup>th</sup> October 2013

The IHPAU Unit invites applications for the post of Procurement Officer who will provide assistance to the Procurement Specialist for the tracking and monitoring to ensure timely response to procurement issues, facilitate preparation of procurement notices, support procurement negotiations and proper documentation of processes followed.

## **DUTIES AND RESPONSIBILITIES**

### Responsibilities

- a. Under the guidance of the Procurement Specialist, the Procurement Officer will assist in the the discharge of all procurement duties
- b. Assist in the Preparation of Specific Procurement Notices (SPNs), and Expressions of Interest (EOIs) for activities required under the projects;
- c. Assist to monitor and ensure timely responses to procurement questions raised by the DPs;
- d. Assist the Procurement Specialist in the preparation of minutes of the Evaluation Committee meetings, and also prepare the requests for “no objection”, and coordinate arrangements for the negotiation process, where necessary;
- e. Assist the Procurement Specialist to ensure that all related documents are included in the respective files, to ensure ease of following the paper trail of procurement by independent external auditors or authorised agents;

### Required Competencies:

#### Core Competencies

- Integrity/Commitment to our mandate/Valuing Diversity
- Performance Management;
- Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;

#### Working in Teams;

- Self-Management/Emotional Intelligence;
- Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
- Knowledge Sharing/Continuous Learning

### ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- A first level university degree in Commerce, Business administration or related field plus procurement training and certification programs may be acceptable in lieu of the university degree.
- Procurement accreditation by recognized learning institute such as CIPS is an added advantage
- 3 - 5 years of progressively responsible experience in procurement operations in a multi-cultural environment required.
- Basic knowledge in Business, logistics, contract management & public health required.
- Good knowledge of IT-tools such as Windows office package required.

### Languages:

Fluency in English is required.

## Method of Application

Applications (with a functional e-mail address and mobile numbers) should include detailed curriculum vitae (CV) as well as copies of all academic and professional certificates. Applications should be addressed under cover. The envelope should be marked at the top left hand corner confidential and the post applied for to:

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Vacancy No.: MoHS/ADV-IPAU/105  
Post Title: Monitoring & Evaluation Specialist  
Duty Station: Freetown  
Duration: one year initially and renewable subject to satisfactory performance  
Organisational Unit: Integrated Health Projects Administration Unit (IHPAU)  
Closing Date: 18<sup>th</sup> October 2013

The primary responsibility of the Project Monitoring Unit is to support the IHPAU in tracking progress made on the Projects Results Framework during the implementation period.

The IHPAU Unit invites applications for the post of Monitoring and Evaluation Specialist. He/she will have overall responsibility for the design and implementation of an integrated framework for an effective monitoring, evaluation and reporting of all the projects under the oversight of the IHPAU.

### **DUTIES AND RESPONSIBILITIES**

- a. Under the guidance of the Director of IHPAU, the Monitoring & Evaluation Officer will develop the overall framework for project M&E, for example, annual project reviews, process monitoring, operations monitoring and document lessons-learned.
- b. Ensure appropriate policies and procedures are applied by the IHPAU team and appropriate monitoring and oversight mechanisms and systems established and implemented.
- c. Revise /Update the results monitoring arrangements of all the projects for which the IHPAU has fiduciary responsibility.
- d. Provide technical backstopping to the Director in preparing and compiling periodic reports on the activities, schedule and financial status of all project components in a standard reporting format as required by the Government and the Development partners;
- e. Supervise the process for identifying and designing the key indicators for each component/ sub-component, to record and report physical progress against the AWP. Also the process for designing the format of such progress reports.
- f. Guide the process for identifying the key performance questions and parameters for monitoring project performance and comparing it to targets. Design the format for such performance reports.
- g. Work with relevant stakeholders to set out the framework and procedures for the evaluation of project activities.
- h. Guide staff and implementing partners in preparing their progress reports. Analyze these reports in terms of problems and actions needed. Prepare consolidated progress reports for the Director to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- i. Review monitoring reports; analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation.
- j. Develop a well-functioning M&E system, including strengthening culture of Result-Based Management within the IHPAU
- k. Serve as Secretary to the Project Management Teams (PMTs) on the different projects for which the IHPAU has fiduciary responsibility.

### **Required Competencies:**

Core Competencies

- Integrity/Commitment to our mandate/Valuing Diversity
  - Performance Management;
  - Developing People/Coaching and Mentoring & Fostering Innovation and Empowerment;
- Working in Teams;
- Self-Management/Emotional Intelligence;
  - Analytical and Strategic Thinking and Results Orientation/Commitment to Excellence;
  - Knowledge Sharing/Continuous Learning

#### ESSENTIAL QUALIFICATIONS AND EXPERIENCE:

- Master's degree in Social Sciences or Health, preferably in Demography, Economics, Statistics or Public Health;
- 7 years of increasingly responsible professional experience in the field of monitoring and evaluation, planning and population activities; prior experience in a multi-cultural environment would be an asset.
- A good Knowledge of planning approach and excellent analytical and writing skills. Computer literate and Knowledge of data analysis software (SPSS, Epi Info, STATA, IMIS/Dev. Info., ACCESS, etc.)

#### Languages:

Fluency in English is required.

#### Method of Application

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