

TERMS OF REFERENCES (TOR)

Project: Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

About the project:

The Government of Meghalaya has launched the Meghalaya Program for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) that aims to nurture holistic development of adolescents who are between the ages of 9-19 in Meghalaya through a multi-sectoral approach. The project shall target critical challenges faced by adolescents in the state; i.e., reducing teenage pregnancy and school dropout rates, improve their mental well-being and encourage them to develop career aspirations. The project design will be guided by an age based skills competency framework that will be developed and facilitated by programme managers and state experts, outlining the set of knowledge, skills, and behaviours that the state envisions. To ensure a broad coverage, the project will deal with adolescents who are both currently enrolled in, and dropped-out of school, in addition to strengthening the capacity of relevant state institutions.

The project proposes a set of coordinated multi sectoral interventions to improve the human capital outcomes of adolescent boys and girls aged 9 to 19. These interventions aim to build productivity and resilience of the current cohort of adolescents so that they can contribute to the sustainable economic growth of the state of Meghalaya.

Position-4: Finance & Accounts Specialist

Essential Qualifications;

Chartered Accountant (Preferred)/M-COM/ MBA (Finance & Accounting)/ B.Com with solid understanding of financial statistics and accounting legislation and regulations.

Required Experience:

1. For CA/Post graduate in Commerce/Finance & Accounting; a minimum 05 years of proven experience as finance manager or proven experience as finance manager or financial analyst in any financial sector or project in the government sector.
2. For B.Com graduate, a minimum of 07 years experience as finance manager or financial analyst in any financial sector or project in the government sector.
3. Extensive understanding of financial trends both within the project and general market financial patterns and understanding of government accounting procedures.
4. Expert in generating financial reports and interpreting financial information to managerial staff.
5. Strong management skills in implementing and overseeing the financial management functions of the project
6. Expert in conducting reviews and evaluations for ensuring economy and efficiency in utilisation of project funds for the intended purposes.
7. Expert in preparation and management of the project's budget.
8. Experienced in liaising with auditors to ensure appropriate monitoring of the company's finances.
9. Strong interpersonal & coordination skills with the ability to correspond with various departments or units related to the project's financial plan and management.

10. Preference may be given to candidates having exposure to the World Bank's procurement, contract management and reimbursement claim procedures

Essential Skills & Attributes:

1. Good written and verbal communication skills.
2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation.
3. Demonstrated strong values and professional integrity.
4. Excellent decision making, problem solving, and negotiation skills.
5. Expert in usage of MS Word, Excel, PPT, etc and proficient user of finance or tally software.
6. Able to manage, guide and lead employees to ensure appropriate financial processes are being used.
7. Solid understanding of financial statistics and accounting legislation and regulations.

Detailed Tasks and/or Expected Output:

The detailed tasks include:

1. Help establish systems for timely flow of funds to all spending units
2. Help establish an adequate system of accounting for the Project with standard chart of accounts
3. Ensure that a system of internal controls, compliance of policies and procedures and audit commensurate to the size and nature of the project is established.
4. Establish a system of periodic (monthly or quarterly) financial reporting to the management.
5. Ensure preparation of quarterly Consolidated Interim Unaudited Financial Reports for the Project in formats agreed with the Bank and submit the same within timelines agreed with the Bank.
6. Support the account and finance team in the continual improvement of accounting and administrative operational systems, processes and policies and provide guidance for smooth execution of their duties
7. Develop work policies, Standard Operating Procedures, and work-flow processes, updating and developing a manual of financial procedures.
8. Develop and support implementation of procedures and processes for monitoring the maintenance of financial records in compliance with regulatory requirements and accounting policies
9. Plan and coordinate with the internal and external auditors to ensure timely and smooth conduct of periodic internal and annual external audits of the Project in line with the agreed audit arrangements; Establish an Audit Committee to review audit observations and ensure timely resolution
10. Identify capacity gaps and areas which may require improvement and strengthening in financial management of the Project at all levels of implementation and put in place the necessary procedures, practices and training.
11. Any other work assigned by the Project Director, MPOWER.

Duration of the Assignment/Contract:

The assignment duration is one year with a provision to extend annually during the project period up to coterminous with the project completion period subject to satisfactory performance, whichever is earlier.

Terms and Conditions:

The contract is subject to performance evaluation review, conducted at midpoint or annually, whichever comes first. The review shall be based on achievement of assignment specific outputs on time and on budget. Any changes in stated outputs need to be approved by the management. The management reserves the right to terminate the contract i) if outputs are not achieved on time and at a quality level acceptable to the project/organisation; ii) services are no longer required or iii) for any other reasons in the interest of the project. Pre-termination of the contract is subject to a one month notice period.

Position-5: Manager (HR & Admin)

Essential Qualification: Master degree/ Post Graduate Diploma (min two years duration) in Human Resource (HR) Management/ HR Development/Administrative Management from any Govt. recognized University/Institutions. Bachelor's degree in any related field is also acceptable with exceptional & demonstrated skills and experience in HR & Administrative functions.

Required Experience:

1. For Post-graduates, Minimum 05 years of relevant experience in supervisory level in general human resource management & administrative functions. For Bachelors, minimum of 07 years of experience in supervisory level in general human resource management & administrative functions.
2. Expert in manpower planning, recruitment, training, compensation & benefits, performance appraisal management, employee welfare and relations, etc.
3. Experience in document/e-office/file management and tracking, electronic mail management and filing, supporting procurement functions, management of office logistics, service contracts and fleet management would be desirable.
4. Sound knowledge in human resource functions and HR administration.

Essential Skills & Attributes:

1. Good written and verbal communication skills.
2. Strong interpersonal skills and ability to establish working relations with various departments and units within and outside the organisation.
3. Demonstrated strong values and professional integrity.