

National Single Window Project

Reference No.: (IUL)101-AF/1/2019/157

Date: 21st April 2019

Request for Expressions of Interest Accountant

The Government of the Republic of Maldives has received Grant and Loan from Asian Development Bank (ADB) for the establishment of a National Single Window for Trade Project. Ministry of Economic Development intends to hire the services of a contract staff for the services of an **Accountant** for the Project Management Unit (PMU), established within the Ministry of Economic Development.

The project will leverage information and communication technology (ICT) to provide online access to carry out border control procedures. This will enable traders and other service providers to transact business, using electronic forms.

In addition, the project will facilitate sharing of harmonized data to enable automated processing of documents across stakeholder systems. This will contribute to the government's sectoral strategy to establish a single window system for international trade facilitation.

The project is aligned with the following impacts: (i) Top 40 ranking on the World Bank Ease of Doing Business Index achieved by 2025; and (ii) Faster, cheaper, and more predictable cross-border trade in the South Asia Sub-regional Economic Cooperation (SASEC) sub-region achieved.

The project will have the following outcomes:

- An electronic platform that allows parties involved in trade and transport, to lodge standard information and documents with a single entry point, to fulfill all import and export related statutory requirements.
- Streamlined and enhanced international trade procedures between the private sector and border control line agencies.
- Sharing of harmonized data to enable automated processing of documents across stakeholder IT systems.

- Leverage information and communication technology (ICT) to provide online access to carry out cross border trade and efficiency in the clearance of cargo.

Objectives of the assignment:

- Carry out all payments related to the project financed by ADB, comply with internal controls, ensure proper accounting, prepare reports, review financial statements, financial monitoring of NSW project.
- Prepare operate and maintain financial accounting system of the project, Planning, Budgeting, acquiring funds, open and maintain bank accounts, ledger accounts etc. and document repository system.

The qualification requirements for this position include, among other things the following:

- A Master's Degree in Accounting, Finance, Financial Management, or suitable equivalency from a recognized university with at least 5 to 7 years of relevant experience in managing payment requests, preparing withdrawal applications and meeting reporting requirements for donor-funded projects.
- Sufficient experience in managing project finances, preparing essential financial reports including annual financial statements, and monitoring project financial progress.
- Experience in preparing budgets and cash flow statements is desirable.
- Possess analytical, administrative, interpersonal and computer skills as required to carry out the assigned responsibilities.

In addition to the above, the Accountant's reputation of integrity and impartiality routed in independence from third parties shall be considered.

The Ministry of Economic Development now invites interested eligible individuals to submit their Expressions of Interest (EoI). Interested individuals must provide their CV with information demonstrating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.) covering the Key Qualifications listed above.

A candidate will be selected in accordance with the procedures set out in the Procurement Regulations for ADB Borrowers 2017.

Successful candidate will be paid an all-inclusive monthly fee, depending on qualification and experience in accordance with the Policy Set by Pay Commission on setting a salary framework for staff hired under donor/grant-funded projects.

The expressions of interest must be submitted online at ADB Consultant Management System (CMS) - Consulting Services Recruitment Notices (CSRN) website (<http://csrn.adb.org>) in accordance with the instructions contained therein or be delivered to the address below, by regular mail, emails, no later than **1400 hours Maldivian time on April 27, 2019.**

Note: The request for expressions of interest shall be read in conjunction with the TOR for the respective post.

Please refer to the following link to submit the Expressions of Interest (EoI).

https://selfservice.adb.org/OA_HTML/adb/xxcrs/jsp/ADBCsrnFwd.jsp?sel=151146

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