

وزارة التربية والتعليم
إدارة اللوازم والتزويد
مديرية العطاءات
قسم العطاءات الدولية للتجهيزات

العطاء رقم

JFA/2023

إبداء اهتمام

منسق للمنحة المالية المشتركة/ حسب الشروط المرجعية المرفقة

ثمن نسخة العطاء: مجاني

آخر موعد لتقديم السيرة الذاتية نهاية دوام يوم الاربعاء الموافق ٢٠٢٣/٣/٨
على الايميل :

Mohammed.Al-Droubi@moe.gov.jo

منسق العطاء: محمد/ هاتف : ٥٦٠٧١٨١ / فرعي: ٢٧٠٣

توقيع مدير إدارة اللوازم والتزويد
محمد العلوان

Accelerating Access Initiative 2.0

Coordinator

TOR for Scope of Work

Program Background

From 2016 to 2019, the government of Jordan (GoJ), with the support of a joint financing agreement (JFA) comprised of Australia, Canada, Norway, the UK, and the USA, delivered the Accelerating Access to Quality Education for Syrian Children Program (AAI). Building upon the government's successful implementation of AAI, the JFA recently renewed its financial commitment through August 2023, allowing the GoJ to now expand the scope of AAI (now called, "AAI 2.0"). The strategic objective of AAI 2.0 is to ensure that Syrian refugee girls and boys and other vulnerable groups including non-Syrian refugee children, children with disabilities, children out of school, as well as Jordanian children in marginalized schools have access to a quality education that is both equitable and inclusive.

Position Description

Reporting to the JFA/AAI 2.0 Program Coordinator in the Development Coordination Unit of the MoE, the Finance Officer will coordinate closely with the of the MoE's Planning Department to ensure the successful achievement of the requirements of her/his scope of work. Specifically, the Finance Officer will support the DCU in overseeing all aspects of accounting and financial management of AAI 2.0 in line with policies, procedures, and regulations of the MoE and the JFA. The Finance Officer will be posted at the DCU.

Responsibilities

- Ensure that all project financial accounts be sufficiently loaded to cover all the project expenses and payments committed under all signed contracts.
- Update, monthly, all financial documents required by the project and by the donors' audit team, and detail the accounting by category of expenditure, by component and sub component and submit them to the Project Manager.
- Prepare financial requests for donors in advance to the quarterly review meetings.
- Produce Quarterly expenditure reports to be shared in the High Level Steering Committee meetings.
- Under the supervision of the Head of the DCU, process all regular expenditures and submitted invoices in coordination with the Program Coordinator and M&E Coordinator.
- Ensure the duplication of all accounting and financial data on hard and soft copies and transmit them to the Program Coordinator upon request.
- Coordinate with all the implementing agencies related to the project, to consolidate all required financial reports before submitting them to the Program Coordinator or to the JFA donors.
- Coordinate with the Procurement Officer in the Procurement Department to ensure the conformity and validity of all submitted invoices with the payment schedules, before being submitted to the Program Coordinator for signature.

- Ensure the weekly and monthly provisions for all the project expenditures.
- Maintain the current accounting system and formulate tables and tools to enhance it.
- Prepare the operation manual for the financial and accounting procedures, internally within the JFA program management unit and externally with all the implementing agencies.
- Follow up with all financial operations related to the project, maintain overall budget control and monitor cash flows.
- Ensure the availability of funds in all the project related accounts, according to the financial disbursement plan.
- Provide to the Project Manager, on quarterly basis, a list detailing the disbursement priorities covering all expenditures in the Financial Expenditures Plan.
- Provide details and assist the members of Audit teams.
- Put into operation all recommendations reported by the financial auditors.
- Any other tasks relevant to the position and approved by the Program Coordinator.

Period of Performance

The Finance Officer will be appointed for a term of one year—subject a probationary period to assess job performance—starting April 1, 2023 and continuing until March 31, 2024.

Qualifications

- A minimum of five years' experience in a similar position in the private or public sector or in internationally financed projects.
- Advanced degree.
- Knowledge of financial operations, rules and regulations of donor/international organizations.
- Computer literacy and knowledge in accounting and finance software is mandatory.
- Written and oral communication skills in Arabic; working proficiency in English is desirable.