



REQUEST FOR EXPRESSIONS OF INTEREST SENIOR FINANCIAL MANAGEMENT OFFICER (CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

Papua New Guinea Tourism Sector Development Project (TSDP)

Credit No: IDA 60510

Project ID No: P158807

Assignment Title: Senior Financial Management Officer

Reference No. PG-TPA-98843-CS-INDV-2

The Independent State of Papua New Guinea has obtained the loan financing from the World Bank towards the cost of funding the PNG Tourism Sector Development Project (TSDP) and intends to apply part of the proceeds of this financing for a **Senior Financial Management Officer** for Papua New Guinea Tourism Sector Development.

The Senior Financial Management Officer (SFMO) will function as a core member of the Tourism Promotion Authority (TPA) under the Ministry of Tourism, Arts, and Culture (MTAC) in Port Moresby, to manage and implement all financial management aspects of the Tourism Sector Development Project (TSDP), including:

- Ensuring that the project complies with the Public Finance (Management) Amendment) Act 2016 and Audit Act 1989, associated Financial Instructions and TPA Financial Procedures Manual and that the financial arrangements are consistent with the Financing Agreement, Letter of Disbursement and the Project Operations Manual (POM);
- Preparation of the Project Financial Report (monthly, quarterly and annual), including the submission of annual financial statements for audit;
- Day-to-day project financial transactions;
- Management of all aspects of the Project Designated Bank account, including the financial controls around that account;
- Bank reconciliation;
- Maintaining a register for all contracts to monitor contract payments and the outstanding commitments;
- Ensuring timely payment of invoices from all Suppliers, Contractors and Consultants;
- Maintaining fixed asset records;
- Liaise closely with the relevant GoPNG stakeholders;
- Preparing and updating the Annual Budget for the project, Monthly Disbursement Plans, Withdrawal Applications;

- Ensuring proper filing system.
- Supporting TPA in providing Reports on TSDP progress;
- Provide mentorship and knowledge transfer to PIE Accountants;

The appointment will be for 12 months, with an option to extend 2 years based on satisfactory performance and upon availability of funds, but not later than the Project Closing Date (30th June 2022). The position is full time, based in Port Moresby, in TPA Office.

The Tourism Promotion Authority now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

The SFMO will be an experienced finance officer with a demonstrated track record in a similar position. The successful candidate would be expected to have the following qualifications and experience:

ESSENTIAL QUALIFICATION AND KNOWELDGE/EXPERIENCE:

- ✓ Bachelor’s Degree in finance, Accounting or Commerce, or Diplomas in accounting with 10 years of relevant experience in finance and accounting;
- ✓ Excellent knowledge of PNG Government systems and working with development projects;
- ✓ At least 5 years work experience in financial management and project accounting;
- ✓ Demonstrated experience in financial management for donor funded projects;
- ✓ High integrity and accountability in all aspects of project financial management;
- ✓ Computer literate and extensive knowledge of the accounting software to be used under TSDP or demonstrated experience in a similar accounting package.
- ✓ Ability to communicate effectively, orally and in writing;

DESIRABLE QUALIFICATION AND KNOWELDGE/EXPERIENCE:

- Master’s degree in Finance or Accounting;
- Certified Practicing Accountants PNG or equivalent;
- Experience in World Bank projects would be an advantage;
- Certificates in Finance and Accounting training facilitated by the donors;
- Experience in providing mentorship and knowledge transfer to counterparts and junior staff;

Note: *A background check will be conducted by TPA; the selected candidate will be required to provide a Police Clearance;*

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) dated January 2011 and revised as of July, 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Selection Based on the Individual Consultants Selection (ICS) method procedures set out in the World Bank’s “Guidelines: Selection and Employment

of Consultants under IBRD Loans & IDA Credits & Grants by World Bank Borrowers” January 2011 and revised as of July, 2014.

Further information can be obtained at the address below during office hours from *09:00 to 16:00 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **6th September 2019, at 16:00hr (local time)**.

Project Coordinator – Tourism Sector Development Project
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Authorized by:

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