

GOVERNMENT OF THE REPUBLIC OF ZAMBIA



The Zambia Statistics Agency (Zamstats), with the support of the World Bank and the Ministry of Finance and National Planning, will implement the Zambia component of the SADC Regional Statistics Project. The overall Project aims to strengthen the institutional capacity of SADC and participating countries to produce, disseminate and use quality statistics while increasing regional harmonization and regional collaboration. The Project is envisaged to run from 2023-2028.

In Zambia, the Project broadly aims to (i) improve the production of quality national statistics that are, to the extent possible, harmonized with statistics produced in other countries in the region; (ii) improve the availability of quality national statistics; and (iii) improved the use of quality national statistics.

Project Implementation Unit

The Zambian component of the Project will be implemented through a Project Implementation Unit (PIU), which is envisaged to be housed in Zamstats. The Agency therefore seeks to recruit the following personnel to fill up positions in the PIU

1. PROCUREMENT OFFICER

Time Commitment : 100%

Accountable : Project Coordinator

Duration of Assignment : 2 years

Main purpose of the job

The Procurement Officer will develop and implement a cost-effective procurement management system for the Project, including procurement plans in accordance with the approved fiduciary arrangements of the Project. She/he will report to the Project Coordinator.

Duties and responsibilities

The duties and functions of the Procurement Officer will include, but not limited to:

- (a) Set up systems for procurement planning, implementation, monitoring and documentation for the Project, as per agreed standards in the approved Project documents;
- (b) Carry out tendering processes for procurement of goods and services in accordance with the WB Procurement Regulations and EAC internal approval procedures;
- (c) Initiate, prepare and update procurement plans in consultation with technical expertise and resources at the Ministry of Finance and National Planning and the World Bank;
- (d) Advise all those involved in the implementation of project activities at all stages of procurement process to ensure timely implementation of project activities;
- (e) Ensure procurement activities are carried out in accordance with the provision of the grant agreement and the Procurement Regulations, and the Government of Zambia's Public Procurement Act and Its Procurement Regulations;
- (f) Guide and coordinate the collection of inputs for preparing terms of reference (TORs), technical specifications, request for proposals (RFP) and bidding documents;
- (g) Advise the evaluation committee members in the evaluation of the bidding documents and proposal in accordance with the provisions of the Specific Requests for quotations, requests for Bids, Requests for proposals and applicable provisions of the World Bank's Procurement Regulations;
- (h) Prepare evaluation reports and recommendations for contract awards, technical evaluation reports and combined evaluation reports, including obtaining the necessary clearances from the Ministry of Finance and National Planning and Ministry of Justice and Zamstats internal clearances, and where applicable World Bank's review clearances;
- (i) Coordinate and administer the preparation and issuance of General Procurement Notice (GPN), requests for Expressions of Interest, advertisements of bid opportunities, and issuing bid documents to prospective bidders;
- (j) Provide guidance on public bid opening sessions as well as providing

- clarifications where necessary;
- (k) Ensure publication of intention to award the contract.
 - (l) Handle any complaints relating to the procurement process;
 - (m) Draft minutes of contract and preparing contracts for signature;
 - (n) Identify and propose assignment of contract managers for each contract;
 - (o) Development, compilation and maintaining information on material and service costs, suppliers and products;
 - (p) Raise Local Purchase Orders;
 - (q) Maintain and ensure safe custody of procurement records;
 - (r) Attend to procurement queries, disputes and complaints and report on contract awards and progress in accordance with the requirement in the approved Project documents;
 - (s) Provide technical support in preparation of monthly, quarterly and annual procurement progress reports as shall be required and ensure issues identified during the reporting period and actions taken to resolve them are clearly narrated;
 - (t) Review the capacity of the Project staff and other stakeholders involved in the Project, in handling their respective procurement and contract management functions efficiently and conduct a skills gap analysis of the relevant procurement knowledge and propose appropriate training and capacity building intervention measures to address such gaps;

Provide necessary orientation and training to staff and other stakeholders, on procedures for procurement of works, goods and services and contract management;

- (u) In liaison with the Project Coordinator, monitor the Procurement Plan in the World Bank's Systematic Tracking of Exchanges in Procurement (STEP), including preparation, revision and submission of Procurement Plans and procurement documents for activities.
 - i. Produce procurement and contract management reports at agreed times or intervals;
 - ii. Bring to the attention of the Project Coordinator, critical dates of procurement processes to avoid delays during implementation; and
 - iii. Perform any other procurement related functions as shall be assigned by the Project Coordinator.

Qualifications and experience

- a) Must have a Bachelor's degree or equivalent, from a recognized University

in either Procurement and Supplies, Business Administration, Public Administration, Finance, Economics or any other related field;

- b) Must be registered to practice as a procurement professional with the Zambia Institute of Purchasing (ZIPS)
- c) Professional qualifications in procurement such as CIPS or its equivalent will be an added advantage;
- d) Must have relevant working experience of not less than 5 years
- e) Knowledge and practice of international public procurement such as those of the World Bank etc. will be an added advantage;
- f) Knowledge of the World Bank's Systematic Tracking of Exchanges in Procurement (STEP) will be an added advantage.

Competencies and skills

- a) Proficient in the use of computers and office software packages (MS Word, Excel, etc.);
- b) Knowledge of web-based managements systems;
- c) Good interpersonal and communication skills;
- d) Ability to work in a multi-cultural environment; and
- e) Ability to work with minimum supervision.

Reporting Lines

The Procurement Officer will report to the Project Coordinator.

Duration of the Contract

The Procurement Officer will be recruited for 2 years renewable contract, based on satisfactory performance.

Location of Employment

The Procurement Officer will be based at the ZAMSTATS Office in Lusaka.

2. MONITORING AND EVALUATION OFFICER

Time Commitment : 100%

Accountable : Project Coordinator

Duration of Assignment : 2 years

Main purpose of the job

The Monitoring and Evaluation (M&E) Officer is responsible for undertaking the internal monitoring and evaluation of all project activities and documenting the progress in meeting project development objectives and project indicators. She/he is responsible for ensuring the highest efficiency in project management and providing accurate, thoroughly researched and documented information related to project performance, monitoring and evaluations. The ME Officer will prepare reports, integrating fiduciary, operational and technical information to identify the performance of the project and define mitigation actions. She/he will report to the Project Coordinator.

Duties and responsibilities

The duties and functions of the M&E Officer will include, but not limited:

- (a) Develop the strategy and operational instruments for the Project's M&E system, including:
 - o Preparing the M&E Plan to generate regular information related to the progress of the Project;
 - o Identifying and accessing all data sources needed to feed project indicators;
 - o Integrating operating system information, such as budgets, work plans, procurement, finance, and audit processes, and designing a dataset to integrate that information;
 - o Monitoring the implementation process of the project work plans, monitoring the delivery of Project Components by activities, and providing periodic reports/briefs to management in frequency of at least quarterly.
 - o Quarterly monitoring and reporting progress with the project's results framework indicators, and determining progress achieved;
 - o Reviewing reports on the progress and impacts of the project under the supervision of the Project Coordinator.

- (b) Provide technical support in the implementation of the M&E plan and logical structure, including to the team and stakeholders, on ways and means to improve M&E-related components and activities;
- (c) Actively participate in the preparation of the annual work plans and ensure the harmonization and completeness of their matrices in formats most recommended for treatments, analyses and automated calculations;
- (d) Participate and contribute to the development of the Project Operations Manual (POM) and actively contribute to the working plans of the project;
- (e) Support the preparation of internal project reports (ISR), under the guidance of the Project Coordinator and the World Bank team supporting the implementation of the project;
- (f) Provide a knowledge base to support the institutionalisation of M&E capabilities throughout the project;
- (g) Carry out any other activities requested by the coordinator of the PIU and/or ZamStats Directorate, which are related to monitoring and evaluation; and
- (h) Perform any other related tasks and duties as shall be assigned by the Project Coordinator.

Qualifications and experience

- a) Degree in Management, Public Administration, Economics, Statistics, Social Sciences or related areas. The Master's degree, or equivalent, in Administration, Economics, M&E or related areas will be an advantage.
- b) Minimum of 5 years of relevant work experience related to international funding (UN, WB, ADB, EU, etc.) and/or public and/or private sector.
- c) Minimum experience of 5 years related to monitoring activities and/or evaluation of development projects funded by international agencies.

Competencies and skills

- a) Experience in the design and implementation of monitoring tools and systems, as well as monitoring and evaluation procedure manuals
- b) Experience working on similar projects is an advantage. Have very good knowledge and understanding of project planning and implementation, as well as reporting skills.
- c) Excellent computer skills for Microsoft Office tools (Word, Excel and PowerPoint) and Internet usage.
- d) Written and spoken fluency in English is required; and
- e) Knowledge of the World Bank's Environmental and Social Standards (ESS) framework is an advantage.

Reporting Lines

The Monitoring and Evaluation Officer will report to the Project Coordinator.

Duration of the Assignment

The Project M&E Officer will be recruited for 2 years renewable contract, based on satisfactory performance.

Location of Employment

The Project M&E Officer will be based at the ZAMSTATS Office in Lusaka.

2. FINANCE OFFICER

Time Commitment : 100%

Accountable : Project Coordinator

Duration of Assignment : 2 years

Main purpose of the job:

The main purpose of this assignment is to perform efficient and effective financial supervision and management of all funds of the Project in accordance with the World Bank guidelines and GRZ Financial Regulations.

Duties and responsibilities

The key responsibilities of the Finance Officer will include:

- a)** Working with other project staff, prepare annual work plans and budgets. In addition, review all aspects of the project work plans and budgets based on the results of operations and changing economic conditions and recommend corrective measures to the project management team.
- b)** Prepare, monitor and interpret cash flow forecasts in consultation with the

- Project Coordinator, the Procurement Officer and implementing entities.
- c)** Act as a focal point for the project staff in the interpretation operation and implementation of the project financial matters.
 - d)** Liaise with the relevant Government Ministries Agencies and Departments (Office of the Accountant General, EAFS, Budget Directorate, Office of the Accountant General) and Development Partners in financing the Project activities.
 - e)** Ensure that all financial mechanisms at the PIU are set up for the appropriate management and control of financial resources.
 - f)** Ensure that funds available are used for the planned activities.
 - g)** Maintain all accounting records in line with approved accounting standards and in line with the World Bank's and Government's regulations.
 - h)** Ensure that no project category/component is overspent without proper authorization from the World Bank.
 - i)** Together with the implementing agencies ensure strict adherence to installed internal control systems for all areas of project operation.
 - j)** Initiate corrective measures to address internal financial shortcomings and irregularities as the need arises.
 - k)** Ensure that disbursements are made in accordance with approved annual budgets and work plans together with the Project management.
 - l)** Ensure that all payments are done in accordance with good accounting practices and in line with the project objectives and financing agreement.
 - m)** Where applicable, ensure that the required the World Bank No Objection letters relating to an expenditure is available before effecting payment.
 - n)** Follow up on "No Objection" from the Procurement Specialist where not available and ensure they are properly filed as part of the accounting records.
 - o)** Ensure prompt release of funds once approved to beneficiaries.
 - p)** Ensure that required accounting and submissions of returns by beneficiaries who receive advances are fully supported, complete, accurate and timely
 - q)** Support the preparation of the projects monthly, quarterly and annual financial statements for submission on and before due dates to project coordinator as well as the World Bank.
 - r)** Monitor performance against agreed Financial Performance Indicators.
 - s)** Ensure financial reports are prepared in accordance with agreed formats and in line with the financing agreement.
 - t)** Together with the PIU Coordinator, maintain, develop and update the financial procedures manual on a regular basis.
 - u)** Carry out any other FM related functions as shall be assigned by the Project Coordinator and the Statistician General.

- v) Ensure that the filing system of the accounting records are always satisfactory and they are easily retrievable for reviews and audit purposes.
- w) Liaise with the internal/external auditors to get project financial statements audited and follow up any audit queries/management letters.
- x) Prepare quarterly and final reports at the end of the contract period outlining achievements, challenges and recommendations pertaining to the financial management function.
- y) Keep abreast of changes in financial regulations and legislations and ensure the accounting staff are updated on new developments.
- z) Identify key emerging gaps and fiduciary risks that inform the need to revise the POM.

Expected Outputs and Deliverables

<i>No</i>	<i>Description</i>	<i>Reporting Time</i>
1	Updated books of accounts and records	Continuous
4	Unaudited Interim Financial Reports	Quarterly
5	Relevant reports, statements, schedules to auditors and reviewers	As required
6	Annual work plans, budget, and fund forecast	As required
7	Letter of credit opening and management	As required
8	Reconciliation of Bank accounts	Monthly
9	Prepare withdrawal applications for disbursement of funds from World Bank	Monthly
10	Update Control 99 monitoring tool for transfer of funds to Project Operational Account	As required
11	All contract payments and amendments	As required
12	All other works assigned by the Project Monitoring Unit	As required
13	Update external audit observations	Quarterly

Qualifications and experience

- a) Bachelor's degree or equivalent, from a recognized University, in either, Finance, Business Administration (Finance or accounting), Accounting or any other related field may be an added advantage;
- b) Professional qualifications in Finance such as ACCA, CPA, CIMA or equivalent;
- c) Related working experience of not less than 5 years; and
- d) Knowledge of grant management procedures at national, regional or international level will be an added advantage.

Competencies and skills

- a) Proficiency in Computerized Financial Management Information Systems such as the SunSystem Accounting Package and other computer packages, including MS Excel;
- b) Good interpersonal and communication skills;
- c) Ability to work in a multi-cultural environment;
- d) Ability to work with minimum supervision; and
- e) Excellent speaking and writing in English Language.

Reporting Lines

The Finance Officer will report to the Project Coordinator.

Duration of the Contract

The Project Finance Officer will be recruited for 2 years, renewable contract, based on satisfactory performance.

Location of Employment

The Finance Officer will be based at the ZAMSTATS Office in Lusaka.

Applications must be received on or before **10th May, 2024 at 17:00hrs, CAT**