



Global Services Sector (GSS)
Competitive Fund Assistant to Support the Skills Development for Global Services Sector

INVITATION TO SUBMIT CURRICULUM VITAE

The Government of Jamaica through its agency, JAMPRO, 18 Trafalgar Road, Kingston 10, invites expressions of interest from suitable qualified individuals to provide consultancy services relating to support to the Competitive Fund for the Global Services Sector in Jamaica.

JAMPRO has received funding from the Inter-American Development Bank (IDB) and is applying a part of the proceeds to this procurement activity.

IDB Technical Corporation: JA-L1079
Project Name: Skills Development for Global Services Sector
Type of Consultancy: Individual Consultancy
Contract Duration: 24 months

OBJECTIVES OF CONSULTANCY

The Competitive Fund Assistant is responsible for providing support to the Competitive Fund Manager in managing applications for and processing of Fund disbursements. He/she will also provide support to the Financial Specialist in recording and administering accounting/financial activities and transactions related to the Project, in particular to Project activities under Component 1.3.

The Competitive Fund Assistant will comply with relevant systems and controls outlined in the Project Operations Manual in the recording of project activities relating to budgeted and actual expenditures in accordance with applicable requirements stipulated by the Government of Jamaica and Inter-American Development Bank.

MAIN ACTIVITIES OF THE CONSULTANCY

The general responsibilities of the Competitive Fund Assistant include, among others:

- Compile application forms for co-financing of training proposals
- Prepare monthly cash flow projections for Competitive Fund needs based on approved proposals and reports from beneficiaries of compliance with goals, and authorization of disbursements
- Prepare cheques and/or upload of wire transfers for disbursement after authorized signature.
- Ensure prompt recording of payments to beneficiaries by preparing journal entries and performing data input functions using accounting software as required
- Ensure timely reconciliation of project bank accounts and related general ledger accounts
- Track counterpart expenditures to ensure that they remain within agreed levels
- Prepare summary reports of Fund, and where required of project transactions, for review by Financial Management Specialist at specified intervals

QUALIFICATION AND EXPERIENCE

The Consultant must have:

- Bachelor's degree in Accounting, Management Studies or similar field from a recognized tertiary institution; accounting qualification - CA, ACCA - an asset
- At least 4 years' relevant experience providing accounting support including disbursement management, budget preparation and financial reporting
- Working knowledge of accounting concepts and international financial reporting standards
- Experience working with computerized accounting systems/software; knowledge of ACCPAC an asset
- Experience working with lender/donor-financed projects
- Knowledge of GOJ accounting procedures and required submissions
- Proficiency in MS Office Suite including spreadsheets and database applications
- Familiarity with file management and file sharing tools

Deadline for submission of Curriculum Vitae is **May 13, 2019**. Submissions must be done via email on or before end of day on the date specified for submission.

Late responses will be Rejected

Interested Individuals may obtain further information at the address below between the hours of 9:00am and 4:00pm
Procurement Specialist
Global Services Sector Project
Jamaica Promotions Corporation (JAMPRO)
18 Trafalgar Road
Kingston 10.

E-mail: gssprocurement@jamprocorp.com/mmcghie_gss@jamprocorp.com

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED