



**Government of Sierra Leone
Ministry of Agriculture**

STAFF RECRUITMENT

**Recruitment of Financial Management Adviser – National development
Partner Programme Coordination Unit (NDPPCO), MAFS**

Background:

The National Development Partner Program Coordinating Office (NDPPCO) was established to provide strategic oversight and coordination of all project activities funded by the Development Partner within the Ministry of Agriculture. The initial overarching strategy of the NDPPCO is to provide a comprehensive continuum of interventions that would increase harmonization and alignment of all project activities to MAF's Strategic priorities. This includes developing project management guidelines and policies, strengthening the Financial Management arrangements with projects, supporting in the formulation and design of new Projects, Improve knowledge management within and amongst project and MAF, Overseeing project support missions, and monitoring the overall activities of the projects towards meeting their development objectives.

The unit is currently funded by AfDB through the SLARiS Project and is located in the Ministry of Agriculture & Food Security Headquarters, Youyi Building, Freetown.

For the smooth running of this unit the Ministry of Agriculture is recruiting a **Financial Management Adviser**.

How to apply:

For all information on how to apply and to view the job description please visit the MAFS website: <http://www.maf.gov.sl> under the About Us Page Section by going to the Jobs page

Deadline for submission is COB on Friday 21st April 2023

Women are particularly encouraged to apply.

FINANCIAL MANAGEMENT ADVISER

The **Financial Management Adviser** is under the direct supervision of the National Development Partner Programs Coordinator, and within the framework of the National Development Partner Programs Coordination Office (NDPPCO) mandate and grant agreements, responsible for the harmonisation and fiduciary management of all agriculture Donor Partner funded projects;

Duty Station: MAF Headquarters, Freetown

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory evaluation and subject to funds availability.

Key results expected / Major functional activities include:

- Develop and maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping for Projects, Development Partners and Donors
- Responsible for guiding the preparation and monitoring the finances of projects under MAF Supervision and ensuring that they are in line with the different donor's guidelines
- Prepare and provide financial reports including the balance sheet and funds flow statement to the NDPPCO Coordinator for submission to MAF top Management on a regular annual basis, and maintain all records in a form appropriate for audit
- Develop and maintain a system of financial control over all expenditure incurred by projects and implementing partners
- Support the Ministry in the preparation government budgets and ensuring that all commitments to all donor projects are factored into the GoSL annual budgets
- Follow up and monitor the release of GoSL counterpart funds to projects and monitor their effective utilization
- Prepare financial updates of all donor funds and present to MAF top management through the NDPPCO Coordinator
- Build the capacity of MAF accounting team including the MAF District Finance Officers
- Support MAF in preparing and keeping updated MAF asset register in both hard and electronic forms including the MAF districts and those of the donor funded projects
- Supervise and coordinate the work of staff placed under his/her direct authority
- Responsible for the organization and supervision of the NDPP office, assets logistics, and all administrative matters
- Undertake any other activities as assigned by the NDPPCO Coordinator.