

# MISE JOB ADVERTISEMENT

## Project Officer Job Description and Salary Level

<b>Post title:</b>	Project officer
<b>Duty station:</b>	MISE, Project Planning Unit
<b>Contract Type:</b>	Government
<b>Duration:</b>	1 year with possible extension
<b>Direct Supervision:</b>	Senior Project officer
<b>Reporting to:</b>	Senior Project officer, Technical Assistance and SRO
<b>Salary package:</b>	Level 11-10

### **Scope of Work:**

The Project Officer will be responsible to report to the Senior Project Officer and Project Managers of MISE nominated projects and externally funded projects such as the KIIREP, Water Scarcity, GCCA+SUPA and other new projects that may be involved from time to time.

The more specific tasks of the Project Officer include but limited to;

- Assist and facilitate the release of project funds or warrants on timely basis
- Collect needed information from the Account and Ministry of Finance for preparation of the financial reports including reconciliations for release of funds and acquittals.
- Keep records of project funds and expenditures and ensure all project-related financial documentation is well maintained and readily available when required by MISE and respective PMs.
- Assist to create the asset inventory to record equipment and items purchased for the project and shall undertake physical assessment on purchased items from time to time.
- Assist in the formulation and review of project budget breakdowns to accompany project briefs
- Raise and process payment documents including LPOs, PVs and Departmental Warrants for project activities including travel's commitment.
- Undertake procurements for low value procurements and assist to coordinate the tender evaluation for every procurement meeting.
- Assist with the logistics in convening the project meetings or trainings including booking of meeting/training venue, distribution of meeting/training notices, follow up call to stakeholders to confirm participation, etc.
- Assist with processing and distributing of the allowance of meals and transport allowance for stakeholders before or after the meeting and keeping records of payment.
- Attend MISE project internal and stakeholders' meetings and assist in producing the meeting records a week after the meeting.
- Assist with making bookings for accommodation, transport and other needed for overseas trainers and international consultants.
- Arrange and maintain manual and electronic filing system for project related payment documents, procurement documents and financial report.

- Assist with public awareness activities for the concerned projects including drafting press release for project activities/events
- Any other tasks that may be assigned by the SPO from time to time

### **Qualification Requirement and Experience**

- Degree in Economics, Development Studies and other related field
- Diploma in Economics, Development Studies or Finance Project Planning, Accounting with 2 years working experience in any related posts.
- Certificate in Project Management with 3 years working experience in any related posts.

### Experience

- Have sufficient experience in developing project proposals, financial management/services, procurement and project monitoring and evaluation.

### Skills

- Proficiency in Microsoft excel
- Time management skills
- Financial reporting
- Logistic
- Ability to communicate

Expressions of interest (EOI) must be submitted in seal envelop to Secretary, Ministry of Infrastructure and Sustainable Energy no later than 29<sup>th</sup> April 2022, during working hours.