

إعلان توظيف

تعلن سلطة المياه الفلسطينية وحدة إدارة المشاريع عن حاجتها للوظيفة المذكورة ادناه وذلك للعمل ضمن طاقم وحدة إدارة المشاريع وذلك حسب الشروط المبين ادناه:

Financial Management Specialist

The Palestinian Water Authority (PWA) invites experienced & qualified Palestinian to apply for the following position in the Projects Management Unit (PMU).

Project Background:

The Palestinian Water Authority (PWA) received a grant from the World Bank, International Development Association (IDA) to increase equitable access to safe water and sanitation services and to improve service delivery. This objective is expected to be achieved over a 12-year period through a Series of Projects (SoP), of which the operation detailed in this document is the first. The programmatic approach will ensure continuity of the sector's engagement and also facilitate a sustained contribution to the Bank's ongoing support to the water sector in the West Bank and Gaza (WB&G). The proposed Program will have strong links to the water sector interventions co-financed by the World Bank and the Partnership for Infrastructure Development Multi-Donor Trust Fund (PID MDTF) that play a crucial role in addressing the challenges in the sector and critical water services in priority areas under the first project, while also laying the basis for rebuilding better in the long-term.

The Program currently consists of three ongoing projects in both West Bank and Gaza, one of the projects designed for five years ending at 2028.

Assignment Objective:

PWA is considering the appointment of a qualified Financial Management Specialist (FMS) knowledgeable in both World Bank Financial Management and Disbursement Guidelines and PA financial arrangements, to be responsible for all financial management aspects of the project.

Scope of Work

The Financial Management Specialist (FMS) will be working and reporting directly to the Projects Management General Director and to Project Managers. The selected FMS will be required to familiarize him/herself with all aspects of the execution of the project and to be responsible for processing all aspects of project financial management in accordance with the World Bank Financial Management and Disbursement Guidelines, and the procedures set out in the Project Financial Management Manual, Grant Agreement, and in line with the PA's financial system.

Responsibilities:

The Financial Management Specialist will be responsible for the following duties:

- Establish the books and accounting formats for the project
- Set up Planning, budgeting, financial reporting procedures and formats.
- Establish a disbursement Plan to monitor the fund flow.
- Establish assets record to maintain proper management and physical performance for the project to manage project resources property.
- Review Contractor and Consultant invoices, payments and prepare disbursement applications.

- Provide annual accounting statements.
- Maintain the financial records pertaining to all aspects of the project.
- Provide financial accounting expertise and support the project.
- Review the reports of contracting and consultants Auditors relating to the performance of the Contractors and Consultants and advise if any issues or concerns on which the auditors should specifically report; and`
- Perform other financial and record keeping support as may be required to complete the project.
- Provide financial projections, including disbursement regarding the Project.
- Provide the PMU director with financial analysis for all the Grants to provide sufficient financial information for monitoring project activities.
- Prepare the withdrawal applications.
- Prepare the Financial progress reports as per the donors Requirements “FMR”.
- Follow up the daily financial transaction of the project, including payroll and withdrawal applications.
- Establish/enhance systems of internal control (goods, consulting services, fixed assets);
- Prepare the budget on an annual basis which shall include the figures for the year, analyzed by quarter.
- Prepare monthly bank reconciliation statements for all banks.
- Liaise with the internal/external auditors and follow up any audit queries/management letters;
- Perform other related duties as may be assigned by the Project Manager.
- Manage with the cash custodian the petty cash fund.
- Maintain the Project Assets Register.
- Provide any required advice related to the projects.
- Provide the PMU General Director and Coordinator with financial analysis for all the Grants to provide sufficient financial information for monitoring project activities.
- Reinforce financial data confidentiality.
- The Financial Management Specialist must follow the Project Implementation Manual (PIM) and prepare all the required donor reports and submit them after revising and approval of Project Managers and Director General of PMU.

Qualification Requirements:

The following are minimum qualifications:

- Minimum university degree in Financial Management/Accounting with minimum experience of 5 years in Projects’ Financial Management / accounting, preferably with 3 years of experience with World Bank financed projects.
- Have solid experience with external donors Financial and accounting management requirements, preferably with knowledge of World Bank regulations and guidelines.
- Capability of communicating both orally & writing in both English and Arabic.
- High degree of PC literacy and capability of operating relevant accounting software
- Strong supervisory, interpersonal and staff support skills.
- Fluency in English and excellent report writing.
- Excellent computer skills.
- Ability to work under pressure within teamwork arrangement.
- Ability to transfer knowledge to the finance department.

Time Frame and Contract

The duration of the assignment is one year – renewable for the life of the on-going project - on a full-time basis .The expected start date for the position is 01 Feb 2025

We encourage diversity in our workplace and support an inclusive work environment. Women candidates are encouraged to apply

Note:

The CV's and the supporting documents should be sent before 15/01/2025 to the email address below:

hr@pwa.ps

For more clarification, please do not hesitate to contact Mrs. Leena Saymeh (email: leenasaymeh@gmail.com) during working hours (8:00 am-15:00pm).

Only shortlisted candidates will be contacted