

Ministry of Agriculture, Livestock and Irrigation
Department of Rural Development (DRD)
National Community Driven Development Project
IDA Grant H814-MM
Finance Assistant 1 Post (12 Months)
Reference No: C 57

1. Background

The Republic of Union of Myanmar has received financing from the World Bank to implement a Community Driven Development Project. The Ministry of Agriculture, Livestock and Irrigation of the republic of Union of Myanmar has been mandated to implement a multi-year, multi-state community development project entitled National Community Driven Development Project (NCDDP) that would be supported through the grant from the World Bank. The project will demand establishment and monitoring of predictable and efficient accounting systems and procedures in place, as per guidelines of the Union Government of Myanmar and the World Bank and ensure transparency and efficiency in the process. For this purpose, NCDDP will recruit a Finance Assistant with adequate experience in the areas of finance and accounting functions. Working under the direct supervision of the Project Director of NCDDP and the guidance of the Finance Director at Department of Rural Development, this Finance Assistant will be based in Nay Pyi Taw, with occasional travel to Project Townships, where selected village tracts will implement NCDDP. The Finance Assistant will work on the day to day finance and accounting functions of the Project at the Union Level and if required at the Township levels to ensure compliance with the World Bank procedures.

The development objective of the project is to support the Government's strategy to promote the Community Based Rural Development. For detail, please visit www.cdd.drdmyanmar.org

2 Implementation Arrangements

Department of Rural Development (DRD) of the Ministry of Agriculture, Livestock and Irrigation proposes to recruit a Finance Assistant, for its Secretariat, namely CDD Secretariat which implements MNCDDP. The expected commencement date for this consultancy position is September 2016.

The Finance Assistant shall provide his/her services to the NCDDP and shall report to the Project Director of NCDDP. The Finance Assistant shall be contracted for 6 months .The Finance Assistant's contract may be extended beyond 6 months, subject to the needs and availability of funds.

The Finance Assistant will be based in the CDD Secretariat Office of the Ministry of Agriculture, Livestock and Irrigation Nay Pyi Taw with occasional travels to Townships. The Finance Assistant should be able to travel to the villages if needed. The Finance Assistant shall observe the Government regulations and official working hours (Monday to Friday, 9:00am to 12:30am and 1.30pm to 4:30pm).

3 Detailed Duties

- Assist in the efficient and effective processing and accounting for cash transfers to the Townships and to the Village Tracts
- Assist in the maintenance of the township accounts and records especially with regard to transactions incurred in Cash
- Assist the DRD Finance Unit in preparing day-to-day bank and petty cash payment vouchers with appropriate supporting documents
- Assist in reviewing the replenishment request from the DRD Townships and ensure the correctness
- Assist in recording / entering the payments and receipts (replenishment and others) into Bank and Cash Book
- Assist the Project Accountant on a regular basis (monthly and at times of preparing petty cash replenishment request of the Union Level and Township Level)
- Assist to reconcile the balance in the petty cash book with the cash-in-hand
- Maintain sequential numbering of receipts and payments
- Assist in maintaining proper financial files and carry out daily filing of vouchers and records of the project
- Assist in preparing summary sheet and statement of expenses for the replenishment applications
- Assist in maintaining the security of the financial accounting system and accounting records of the project
- Assist in carrying-out petty cash physical count at the close of business in the presence of the Project Accountant on the last working day of each month and prepare the cash count sheet reasons for differences between the book balance and physical balance, if there is any
- To assist in properly recording and controlling project assets and assist during the physical verification of the assets; and
- Assist the finance unit in any other tasks reasonably related to the above

4. Knowledge, Skills and Abilities

- Diploma in accounting, finance or economics, with minimum two years relevant experience or any fresh accounting graduates (with accounting, finance or economics degree) (in both case initial training would be provided)
- Experience in financial and/or administrative operations
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software
- Good mathematical skills
- Ability to work as part of a team and to meet deadlines
- Experience in preparing primary accounting records and preliminary accounting reports would be an advantage

To Apply

Application must be submitted in a written form to the address below (in person, or by mail, or by fax or by e-mail) by **August 11, 2016**.

Further information may be obtained the address below during office hours from 0900 to 1600, Monday through Friday, except public holidays.

Attn: **U Kyaw Swa Aung** (Director),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

Office No. 14, Nay Pyi Taw, Myanmar.

Telephone: 067 – 409071

Email address: unioncddprocurement@gmail.com

Contact to: **Daw Su Wai Kyaw** (S.A.E),

NCDD Project Secretariat Office, Department of Rural Development, Ministry of Agriculture, Livestock and Irrigation.

Office No.14, Nay Pyi Taw, Myanmar.

Telephone: 067 – 409071

Email address: unioncddprocurement@gmail.com