

Project Management Unit
(World Bank Assisted Development Project for NW-1)
INLAND WATERWAYS AUTHORITY OF INDIA
(Ministry of Shipping, Government of India)
Head Office : A-13, Sector – 1, Noida - 201301

Phone : 0120-2544004, Fax : 0120-2543976 website: www.iwai.nic.in

Inland Waterways Authority of India (IWAI) is a statutory body under Ministry of Shipping, Government of India. IWAI was set up in 1986 for development, maintenance and regulation of inland waterways for the purposes of shipping and navigation, specifically National Waterways (NW).

World Bank has been requested to provide Technical Assistance and Investment Support for a Project for capacity augmentation of Haldia- Allahabad stretch of National Waterway-1 (Jal Marg Vikas Project) for navigation with least available depth (LAD) of 2.5 to 3.0 meters. The Project will involve construction of permanent river training works, barrages, navigational locks, terminals for cargo handling, channel marking, night navigation facilities, channel marking, dredging, etc. IWAI is the Implementing Agency (IA).

A Project Management Unit (PMU) has been set-up to initiate institutional arrangements for preparation and pre-appraisal activities pertaining to the project. The PMU is desirous of engaging a Financial Management Specialist on short-term basis (initially for a period of 1 year) for institutional strengthening and capacity development of PMU.

This is not an employment, but a consultancy only for the Jal Marg Vikas Project on NW-1 and for the project period. Persons would be engaged purely on short-term basis for the delivery of services. The Financial Management Specialist will be required to work preferably on full time basis, but in deserving cases, part-time engagement will also be considered. The Financial Management Specialist so engaged will be paid a consolidated remuneration commensurate with his qualifications and experience and availability of his services on full time/part-time. Selection will be on academic qualifications, merit and experience in the related field and working knowledge, preferably on World Bank projects.

Interested persons may obtain further information and TOR from the website: www.iwai.nic.in. The curriculum vitae with credentials in relation to the prescribed qualifications should be addressed to the Project Director, PMU and must reach in a sealed envelope at the above mentioned address by post or by hand on or before 15.03.2015.

The Project Director, PMU reserves the right to accept or reject any or all applications and to cancel application under process at his discretion and his decision shall be final and binding.

Project Director

TERMS OF REFERENCE FOR ENGAGEMENT OF FINANCIAL MANAGEMENT SPECIALIST ON THE PROJECT “CAPACITY AUGMENTATION OF NAVIGATION ON NATIONAL WATERWAY-1 (JAL MARG VIKAS)”.

A. Educational Qualifications

1. A qualified Chartered Accountant with minimum 5 years post qualification relevant experience
2. Proficiency in use of computers i.e MS office package and Tally Accounting System.
3. Strong analytical skills, good verbal and written communication skills (in English and local language).

B. Experience:

Experience (minimum 5 years) in handling accounting/ finance related work in large to medium sized organization and having knowledge /practice of accounting, rules and regulations of Govt. of India. Candidate having experience with multilateral funding organizations, government (Central and/ or State) institutions/ organization will be preferred.

C. Role of the Chartered Accountant

The candidate will be responsible for, but not limited to, the following activities and will report to the Project Director (PMU) and Project Manager (PMU) on regular basis.

1. Preparation of annual budget for the project.
2. Expenditure control and maintenance of project accounts.
3. Processing and scrutiny of bills/invoices for payment out of project funds.
4. Preparation of Finance Manual so as to facilitate smooth and transparent processes for project expenditures.
5. Financial record keeping and document management system.
6. Assist Chief Accounts Officer (I/c) of IWAI in Accounts and Finance matters of IWAI.
7. Assisting and overseeing financial compliance at all project PIUs. This assignment may involve travel to project corridors and IWAI field offices.
8. Preparation of expenditure statements and liaising with Controller, Aid, Accounts & Audit (CAAA).
9. Facilitating internal audit under the project.
10. Assist C&AG audit, preparation of audit reports and handling of audit paras in the audit reports of C&AG.
11. Assist in financial appraisals by various authorities, such as World Bank, Ministry of Shipping, etc.
12. Advise the Project Director (PMU) on all accounts and financial matters relating to the project.

13. Any other matter relating to accounts and finance as may be assigned by Project Director (PMU).

C. Capacity Building Activities

1. General training of IWAI officials and contractors on management of project finances – class-room and on-site (including preparation of training material)
2. Preparation of manuals/checklists/guidelines for sustainability of practices/long term usage by IWAI on finance and accounts matters.

D. Reporting and Documentation

1. Preparation of status/monthly/quarterly finance and accounts reports for the IWAI and World Bank.
2. Preparation of Financial Compliance Reports for various stakeholder Ministries and Department of Government of India and the State Govts.(as required).
3. Review of Accounts and Finance Reports submitted by the Contractors and/or Supervision Consultants.

E. Age Limit: Maximum 60 years.
