

**Municipal Development Fund of Georgia
Asian Development Bank (ADB)**

**Loan N 3063 - GEO: SUSTAINABLE URBAN TRANSPORT
INVESTMENT PROGRAM**

**Request for Expression of Interest for the 2 Positions of Disbursement Officers for ADB funded Projects
Ref. No: SUTIP3-IC-04-2016 & SUTIP3-IC-05-2016 (two positions)**

The Project is funded by the Government of Georgia (GoG) and the Asian Development Bank (ADB). The Municipal Development Fund of Georgia (MDF) is the project executing agency.

The Municipal Development Fund of Georgia is LEPL administered by the Ministry of Regional Development and Infrastructure of Georgia. Georgia has received a loan from the Asian Development Bank (ADB) toward the cost of the Sustainable Urban Transport Investment Program, which is distributed according to Tranches. MDF intends to apply a portion of this loan to eligible payment under the consultancy services for hiring Disbursement Officer (2 positions).

Under this project the Municipal Development Fund of Georgia announces Expression of Interest for selection of *Individual National Consultant* for the abovementioned two positions.

This local recruitment shall be offered for the period of a 33 months appointment, with three months of probation period.

Responsibilities:

The Consultant will assist the MDF, but not limited to, the following tasks:

- Assure that the financial aspects of the Sustainable Urban Transport Investment Program meet all requirements of Asian Development Bank (ADB) in funds accountability
- Ensure that all financial decision-making is in compliance with ADB regulations and Georgian legislation;
- Undertake the financial administration and monitoring of contracts;
- Monitor program and contract budgets and provide MDF management and Head of FM and Investment's Unit with timely financial information required for management decision-making, including budget monitoring reports and financial commentary;
- Ensure the timely development, implementation, and maintenance of appropriate financial policies, standards and procedures;
- Ensure the timely and accurate preparation of all financial reports according ADB requirements;
- Ensure proper financial operations by supervising assigned staff;
- Preparation and monitoring of Withdrawal Applications;
- Conducting mandatory review of financial documents;
- Entering accounting transactions in ORIS Accounting Program;
- Provide training to junior financial staff of MDF regarding ADB regulations;
- Preparation of Financial Reports of the program for the Georgian Ministry of Finance and Ministry of Regional Development and Infrastructure;
- Coordinate with MDF management, financial management, procurement and administrative staff and support to ensure effective and efficient service delivery to the Program;
- Serve as liaison to other donors, and to international and domestic companies, when necessary, for effective inter-entity financial relations;
- Undertake any other related duties consistent with the grade and responsibilities of the post as required.

The consultant will be recruited by MDF as an individual consultant on a continuous basis. Tentative duration of the Contract is 33 months.

Knowledge and qualifications:

- Disbursement Officer should have appropriate academic background (High education diploma) and professional qualification;
- two or more years of professional work as a disbursement Officer and/or officer;
- Preferable 2 years of practical working experience in ADB funded development programs/projects;
- Relevant professional experience in managing contracts;

- Strong interpersonal skills; ability to interact effectively with ADB and personnel associated with this program;
- Excellent communication skills, with English and Georgian language fluency required;
- Good knowledge of Georgian tax and labor legislation;
- Ability to handle multiple tasks and work under pressure;
- Computer literacy and proven knowledge of and experience with computerized accounting systems, especially with accounting packages as well as advanced Excel skills. Working experience in ORIS Manager is mandatory;
- ACCA certificate will be a great asset;
- Experience in procurement processes will be a great asset;
- Excellent analytical, planning and organizational skills.

Interested Individual Consultants may obtain additional information at the Procurement Unit at the address provided below from 09:00 a.m. to 17:00 p.m. Phone number: (+99532) 243 70 01, extension 409, Ms. Mariam Jangulashvili, Procurement Specialist.

Interest expression with CV shall be submitted at the link below no later than **17:00 p.m. of March 11, 2016:**

https://uxdmz06.adb.org/OA_HTML/OA.jsp?OAFunc=XXCRS_CSRN_HOME_PAGE

in accordance with the instruction given on the ADB web-page:

https://uxdmz06.adb.org/OA_HTML/adb/adbpos/jsp/ADBCMSLogin.jsp