

**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 Position of Disbursement Assistant for ADB funded Projects
Ref. No: SUTIP3-IC-07-2016**

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 Assistant.

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

Responsibilities:

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

- Monitoring of the validity of Bank guarantees submitted by contractors,
- Handling the process of issuance and withdrawal of bank Guarantees (performance, advance, defects liabilities).
- Reviewing purchase orders, accounts payable claims, and revenues to ensure appropriate
- authorization, coding, and amounts paid or collected;
- Receiving a variety of payments and assistance in performing bank transactions; verifying and post to appropriate accounts;
- Preparing receipts and daily reports, reconciling the accounting data with bank balances; checking, investigating and resolving any out-of-balance problems;
- Preparing routine monthly and annual general ledger entries. Posting budget and journal voucher uploads, posting invoices, preparing routine billings. Preparing and maintaining a variety of ledgers such as accounts receivable, fixed assets, etc. Balancing to the general ledger and analyzing account balances;
- Developing and maintaining Finance Unit filing system;
- Assisting individuals in the accurate application of their transactions, and when necessary, research records on electronic and other available files to provide information regarding financial status;
- Assisting with monthly and yearly general ledger closing;
- Assisting in budget preparation and administration including expenditure and revenue calculations and projections; preparing financial information in a format agreed with the immediate supervisor; follow up compliance of budgetary information to accounting records; assisting other units in preparation and monitoring their budgets;
- Researching and resolving problems;
- Assisting disbursement officers in preparation of the draft reports to the donors, in particular WA-s to the ADB;
- Before submission to the Bank disbursement officer with assistance of assistant must reconcile WAs and SOEs prepared to the project's accounting records, the prepared applications should be verified and approved by FM;
- Undertaking miscellaneous financial reports, assistance in preparation of monthly financial statements;
- Assisting in audit and preparing audit work papers;
- Performing other related tasks as required.

The consultant will be recruited by MDF as an individual consultant on a continuous basis. Tentative duration of the Contract is 26 months.

Knowledge and qualifications:

- Academic background (high education), preferable in economics/finance or related fields;
- Preferable more than 3 year experience in finance;
- Experience in managing contracts;
- Excellent Georgian written and oral communication skills; knowledge of English will be an asset.
- Familiarity with the goals and procedures of international organizations, in particular the Asian Development Bank;
- Computer literacy, knowledge of computerized accounting systems;
- Knowledge of finance policies and procedures, knowledge of accounting systems, principles and practices and cash management theories.

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 407, Ms. Irakli Paresishvili, Head of Procurement Unit.

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