

Kosovo Youth Development Project

Project Implementation Unit – PIU

Ministry of Culture, Youth and Sports / Department of Youth

Government of Kosovo

REQUEST FOR EXPRESSION OF INTEREST

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| **Kosovo** |  |
| **Kosovo Youth Development Project 2** | Additional Financing |
| **Grant No.:** | TF017534 |
| **Job Title:** | Finance and Administration Assistant (full time) |
| **Reference No**.: (as per Procurement Plan) | 22 |

Ministry of Culture, Youth and Sports, with the financial support of the World Bank, will continue to implement the second phase of the Youth Development Project in Kosovo with additional financing. Project Implementation Unit (PIU) is responsible for ensuring project implementation, hence it announces disclosed position for the selection of the PIU staff.

The primary duty of the Finance and Administration Assistant is to provide assistance to the PIU staff and office administration on day to day basis; assists Finance Specialist on effective operation and maintenance of the project financial management; assist the Procurement and Admin Specialist on managing all the administrative and procurement of project. Finance and Administration Assistant will report to the Project Coordinator and will work in close cooperation with the PIU.

**Specific tasks for the consultant will be as follows:**

Finance

* Assist in the production of financial statements and applications, preparation of

spreadsheets, reports and correspondence as required;

* Assists to processes and maintains all financial records of the Project;
* Assists of monitoring the Project preparation and implementation expenditures and costs;
* Assists Finance Specialist to prepare the contract payment terms and all financial arrangements, purchase orders and other financial documents, and submit to the Finance Department within the Ministry of Culture, Youth and Culture for processing payments;
* Assists on preparing regular financial reports required by the World Bank and other project related institutions including the quarterly financial monitoring reports;
* Assists on project audits and preparation of requisite information for project audits;
* Prepares other ad hoc financial documents as required;
* Assists updates project accounting documents;
* Assists the maintenance of the fixed asset register;
* Prepares source documents (receipts, invoices, etc,);

Administration

* Coordinates all technical and administrative activities related to the daily management of the PIU;
* Takes care for the maintenance and the administration of the PIU technical equipment and the office supplies;
* Handles all incoming and outgoing mail and correspondence of the PIU;
* Maintains and updates the PIU records and archives of documents;
* Prepares all meetings organized within and outside the PIU for the PIU staff;
* Maintains a database of past and forthcoming meetings for the PIU staff;
* Prepares Commitment Payment Orders (CPOs) and supporting documents for payment of project expenditures and submit to Finance Specialist;
* Prepares and maintains procurement schedules;
* Assists the evaluation committees in evaluation of bids, quotations and proposals;
* Prepare correspondence and spreadsheets of the PIU;
* Maintains and updates the PIU records and archives of documents;
* Establish and/or organize and maintain files/databases;
* Does additional duties, as required by the Project Coordinator.

## Duration of Assignment

The anticipated timeframe for the consultancy is between 1 October 2014, until 31 March 2016

The KYDP 2 PIU now invites the interested candidates (“ Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

The candidates should have completed at least secondary school, university degree in Finance and/or Administration is an asset, have sound knowledge of the general concepts, principles and tools of finance and administration. The candidate should have at least three years experience in financial and administrative work. English proficiency is required

Technical Ability - In addition, the candidates should possess working knowledge of information management, ability to present and report on relevant project data. Good level of competence in Excel, Word and Outlook is required.

## Evaluation Criteria

"An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants by World Bank Borrowers” published by IDA in May 2010, Section V. Selection of Individual Consultants."

The evaluation will be performed on the basis of the candidates’ qualifications (35%), interview performance (30%), working experience (25%) and references from previous assignments (10%)

## Procedures for application

Interested applicants should e-mail a cover letter, CV, copies of qualification, and references with similar services, by close of business **26nd of September, 2014**.

E-mail with subject: Finance and Administration Assistant, should send to: [info@kydp.org](mailto:agron.kelemendi@rks-gov.net) and a hard copy must be delivered to:

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35;

Office #25;

10000, Prishtina,

Republic of Kosova

Further information can be obtained at the above address during office hours: 08:00 to 16:00.