

TOR for Admin and finance Adviser

Background:

The Ministry of Commerce and Industry of the Islamic Government of Afghanistan is a pivotal institution vested with the power and responsibility of planning, regulating and accelerating the pace of Afghanistan's private sector-driven economic development which will result in growth, poverty reduction, increased employment, rural wealth, stability and peace in a post-conflict nation.

Duties and Responsibilities:

As Adviser of Finance and Administration, the candidate will be responsible for assuring that the Project Financial Management and Administration are effectively implemented

- Oversee and supervise DBI, Finance, Administration and Human Resources Units.
- Design and maintain sound financial accounting and records for project
- Supervise the DBI Finances in accordance and compliance of financial regulations
- Prepare quarterly forecasts for the funds release
- Ensure and supervise that all related accounts are timely and accurately prepared and reconciled
- Ensure the integrity of the financial records; and oversee payments and billings of the project;
- Ensure proper cash management;
- Liaise with donors in communication of all official financial documents;
- Preparation of paper work for internal and external audit & other reviews;
- Undertake missions and additional duties as and when necessary and perform any other duties as required by the Minister/ Deputy Minister
- Preparing monthly, Quarterly and annual activity reports.
- Prepare and update the current Rules and Regulations of the organization.
- Oversee and supervise employment contracts and Human Resources tasks
- Working with other agencies and departments to scope out strategic developments and new services;
- Prepare an action plan made up of the major milestones, which identify key activities required, partners involved and risks attendant upon failure to achieve
- Developing innovative solutions to issues that arise;
- To take responsibility for specific aspects of the administration as directed by the Head of Policy and Program Development.

- To provide support as necessary to other staff members with responsibilities around DBI, within the MoIC and beyond.

Qualification:

- Bachelor or Master degree in Economics or relevant field.
- 5-7 years working experience with the government or International organizations.
- Good written and spoken English is essential, good Pashto and Dari.
- Excellent interpersonal skills.
- Highly motivated skill on teamwork and results oriented
- Demonstrated enthusiasm in working for the project's purpose and vision.
- Ability to formulate strategies and policies, and create new approaches.
- Undertake project-related tasks as mandated in project agreement and as required by ministry.
- Able to undertake huge amount of work and be able to work under tight deadlines.