

TORS FOR ISEM II PIU

1.0 Project Background

The Government of Malawi through the Ministry of Education (MOE) is implementing a project called Improving Secondary Education in Malawi II (ISEM II) project with support from the European Union.

The primary goal of this initiative is to provide young people with more equitable opportunities for completing good quality secondary education and development skills. The ISEM II FA initiative encompasses three specific objectives (SOs):

1. Specific Objective 1 (SO1): Facilitate the equitable enrolment of students in secondary education.
2. Specific Objective 2 (SO2): Enhance the quality of secondary education.
3. Specific Objective 3 (SO3): Strengthen the governance and management of secondary education institutions at both central and decentralized levels.

To realize these objectives, the ISEM II FA initiative will use two government-implemented grants: i) A 4.3 million EUR grant dedicated to the soft component focused on quality and governance objectives. ii) A 40.5 million EUR grant allocated for hard component, including infrastructure and equipment.

Implementation of these grants has just started with a duration of 36 months.

1) PROJECT MANAGER

1.0 Objective of the Assignment

The main objective of the Project Manager shall be to provide overall leadership, management and technical guidance to ensure the achievement of project objectives and delivery of project outputs.

2.0 Scope of the Assignment

The Project Manager will head the ISEM II Project Implementation Unit (PIU) and provide required technical and administrative support to guide the project activities and outputs and ensure effective management of project resources under the guidance and in close collaboration with the Project Coordinator and the European Union. The primary duties of the Project Manager shall include:

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- a) Managing staff and overseeing the day-to-day activities of the PIU related to the management and implementation of the Project
 - Report to the Project Coordinator, the Director of Secondary Education on all project activities (technical and administrative).
 - Provide oversight to procurement, project monitoring and evaluation, financial management, progress and financial reporting, project communication and environmental and social project management and leading staff of the PIU.
 - b) Supervise PIU staff on the performance of their respective duties and; ensure the efficient functioning of the IU.
 - c) Ensure that clear working arrangements are established for collaborating with government authorities on all management, financial, accounting and procurement matters. Facilitate independent quarterly and annual performance appraisals for PIU staff with MOE Human Resources Department.
 - d) Providing technical and management guidance to: project component area managers and officers, identifying and addressing key issues, harmonizing technical objectives and approaches for the project implementation and coordinating all concerned Directorates and institutions on the execution of the project to ensure quality and timeliness of project work.
 - e) Preparing and monitoring annual Work Plans and budget of the overall project, based on proposed annual work plans and budgets, and adhere to approval processes (this will include liaising with the Project Coordinator, component managers and officers for timely preparation and implementation of TORs, procurement, monitoring, participation and training plans); timely submission of project progress and implementation reports submission to the Project Technical Committee, MOE, and the EU including needed monthly, quarterly, semi-annual and annual status reports as well as other project related documents
Facilitating project activities including:
 - f) preparation of missions, bi-weekly meetings and monthly meetings with participating institutions and related reporting. supervising experts/contract institutions as required to undertake tasks of the project in accordance with annual work plan.
 - g) Maintaining records, with the support of other experts and component officers, on technical and financial aspects of project operation, including monitoring of project activities and their outcomes; as well as minutes, decisions and recommendations of meetings and workshops.
 - h) Ensuring that all participating institutions comply with national procurement, financial management, and environmental and social safeguards guidelines/ frameworks and supporting coordination of knowledge sharing and capacity development needs as needed.
 - i) Acting as Secretariat for the Mission, Technical and Steering Committees of the project.
 - j) Provide suggestions on harmonizing strategies, policies and regulatory measures with a view to mainstreaming sustainable education plans and policies and improving coordination across secondary education, including with development partners, and industry and private sector needs;

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- k) promote the dissemination of the project to stakeholders, policy makers and the general public through media outreach relying on and enabling relevant communication on staff in participating institutions;
 - l) Planning, organizing, implementing and reporting on Technical Committee and Implementation Team meetings.
 - m) ensuring effective liaison and maintain good communication with implementing institutions, development partners and other stakeholders

3.0 Reporting Requirements

The Project Manager shall report directly to and be guided by the Project Coordinator to ensure the project achieves its development goals and ensure cost effectiveness and sustainability.

4.0 Qualifications and Skills Required

The successful candidate for the assignment shall have the following attributes:

Qualifications:

- a) At least Masters Degree in Strategic Management, Business Administration, Project Management, and any related field.

General Professional Experience

- b) B) At least (10 to 15) years of professional experience as project manager.
- c) Specific professional experience
- d) A minimum of Seven (10) years' experience in donor funded related projects.
- e) Proactive problem solver, self-starter, and results-oriented.
- f) Demonstrable experience in the management of complex projects at national or regional levels while experience with EU funded projects is a distinct advantage.
- g) Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop work plans, and manage budgets and project expenditures.
- h) Good multi-cultural and interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community-based organizations);
- i) Experience working with or in international and donor organizations with implementation of participatory projects.
- j) Proven written, analytical, presentation and reporting skills and demonstrated computing skills.

- k) Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
- l) Fluency in spoken and written English,
- m) Familiarity with Malawi's education system and/or capacity development is essential.

6.0 Duration of Contract and Remuneration

The employment contract shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget. **7.0 Performance Criteria**

The following performance criteria metrics will be used to assess the performance of the Project Manager annually and based upon these assessments the contract with the Project may be continued or terminated:

- a) Quality and Timeliness of Annual work plans and budgets.
- b) Quality and Timeliness of Periodic Progress Reports and project updates
- c) Quality and Timeliness of Documents submitted to the relevant agencies for clearance
- d) Pro-activeness in problem solving and responsiveness on issues
- e) Evidence of effective planning and communications with project implementing agencies and Technical Committee
- f) Effective PIU management

9.0 Location of Employment

The Project Manager will be based at the MoE or any of its designated offices in Lilongwe but would be required to travel regularly to other relevant agencies where ISEM II is implementing its activities.

2) FINANCIAL MANAGEMENT SPECIALIST

1.0 Objective of the Assignment

The main objective of the assignment is to ensure that the ISEM II Project Implementation Unit (PIU) maintains or causes to be maintained a sound financial management system to support its operations. This includes timely preparation of accurate financial statements in accordance with consistently applied accounting standards acceptable to the Malawi Government and the EU. This would be done in a manner to adequately reflect operations, resources and expenditures related to the Project.

2.0 Scope of the Assignment

The Financial Management Specialist will be responsible for maintaining accurate financial records, providing timely financial information to the Project Coordinator through the Project Manager and to ensure compliance with Government of Malawi Financial Management Rules and the EU fiduciary requirements as referred to in the Project Agreement. To satisfy this role, the FMS shall, among others, be responsible for the following tasks:

2.1 Specific Tasks and Responsibilities

a) Budgeting and Planning

- Support the project team in preparing annual work plans for the Project.
- Prepare project's annual cash plan on the basis of the work plan and related procurement plan.
- In accordance with the Government of Malawi budgeting rules and regulations, prepare annual budget estimates and revise estimates based on work plan/cash plan. Submit the estimates to MoE for inclusion in the annual budget of the relevant year. Follow-up and periodically report on the release of funds for the approved budget.
- Prepare timely annual and quarterly disbursement forecasts for all components of the project in line with the project's annual work plan and budgets.
- Prepare budget reports in accordance with professional and regulatory standards.

b) Funds Management

- Establish and maintain the financial management system, for the project.
- Ensure compliance with the internal control framework (Operations Manual, etc.) and Government of Malawi rules and procedures when processing payments.
- Ensure compliance with accounting policies and practices as stipulated in the accounting regulations and procedures agreed for the project.
- Manage financial aspects of the contracts under implementation, including payment terms, purchase orders and variation orders.
- Prepare monthly bank reconciliation statements of designated accounts, Holding account and the Local Operating account. And follow up of reconciling items on bank reconciliation statements.
- Submission of bank reconciliation statements to the Accountant General's Department on a monthly basis.

- Liaise with MoE officials and European Union in overseeing and managing the special and project bank accounts established for the implementation of activities under the project.
- Reconcile funds received against the amount committed by the European Union
- Taking lead and coordinating in the development of an accounting manual for the project.

c) Expenditure/Payment Processing

- Ensure that only eligible payments are forwarded for the Project Coordinator's approval and drawing funds from the designated accounts.
- Apply pre-audit checks on all payments before payment from designated accounts including budget availability, sanction of competent authority and compliance with applicable financial rules and regulations.
- Prepare monthly payroll and submit to the Project Coordinator for approval, prior to making any payment under salaries.
- Ensure timely remittance of taxes and submission of tax returns in compliance with Government Laws and EU Regulations

d) Accounting and Records Management

- Maintain books of accounts for the Project.
- Record all transactions timely and accurately in the books of accounts in the local currency and ensure that no expenditure remains unaccounted for.
- Maintain accounts records filing system that mirror recorded transactions for easy verification.
- Ensure that the fixed assets records are maintained for the project, identifying the location and the user of each asset and arrange for the annual and periodical inventory of the assets and timely updating of the records.
- Ensure the safe custody of all financial records for review by European Union, third party monitoring agents; and external and internal auditors.

e) Financial Reporting

- Prepare interim and final financial and narrative reports to the European Union, as required by the general conditions of the signed grant contracts in line with approved templates.
- Prepare and process payment requests and all supporting documentation in accordance with the EU's Disbursement Guidelines as outlined in the general conditions
- Ensure that all government financial reporting requirements are complied with, specifically: **Schedule of cheques prepared and submitted** to the Project Coordinator for onward submission to the office of the Accountant General. For electronic payments, the Schedule of cheques may be replaced with the *cashbook with internally generated Business Online (BOL) sequential numbers*.
- Prepare monthly monitoring reports comparing actual expenditure against budget for submission to the Project Coordinator and the Director of Finance through the Project Manager. In this report, weak performing areas and big variances either positive or negative will be highlighted and brought to the attention of the Project Manager for necessary action.

e) Audit

- Make arrangements for timely initiation and completion of audits of the project and ensure that the report produced is in compliance with the audit requirements of the EU;
- Attend entry and exit meetings with external auditors, facilitate timely completion of audits by arranging timely submission of annual financial statements in the appropriate format, supply information and documents in response to queries, initiate actions for holding tripartite meetings and coordinate with various units in meeting audit objectives;
- Preparation of audit schedules and files;
- Prepare timely formal response to auditor's findings, and
- Collaborate with the EU and Malawi Government to improve project financial management, particularly in terms of following up on the action points agreed to in the project's legal documents, during the EU's supervision missions, aide memoires and the recommendations of external and internal auditors.

3.0 Performance Criteria

- Quality and timeliness of budgets and annual work plan
- Quality of accounting and record management
- Quality and timeliness of required reports
- Quality and timeliness of payment requests and supporting documents
- Quality and timeliness of liquidations and Bank reconciliations

4.0 Reporting Requirements

The Financial Management Specialist shall be a member of the PIU reporting to the Director of Finance in collaboration with Project Manager and Project Coordinator.

5.0 Qualifications and Skills Required

The successful candidate for the assignment shall have the following attributes:

5.1 Qualifications:

- Professional qualification in ACCA/CPA/CIMA;
- Degree in Accounting or Finance;
- A Master's in Business Administration from a recognized institution will be an added advantage; and
- Membership with Institute of Chartered Accountant in Malawi (ICAM)

5.2 Specific professional experience:

- a. At least five (7) years' experience in financial management, or accounting in European Union and/or donor funded and public sector projects;
- b. Excellent writing and communication skills;
- c. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.); and
- d. Fluency in spoken and written English.
- e. Previous EU experience is an asset.

6.0 Duration of Contract and Remuneration

The contract for Financial Management Specialist shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget.

7.0 Location of Employment

The Financial Management Specialist will be based at the MoE or any of its designated offices in Lilongwe but would be required to travel regularly to other relevant agencies where the ISEM II is implementing its activities.

3) M&E SPECIALIST

1.0 Objectives of the Assignment

The M&E Specialist will serve as the main focal person for all monitoring and evaluation related activities for the project. The M&E Specialist's responsibility is to coordinate, support and strengthen implementation of monitoring and evaluation systems and practices of all the project activities to be conducted in accordance with the Results Framework of the Project.

2.0 Duties and Responsibilities

The M&E Specialist will be responsible for the following:

- Lead development of and oversee the review of project level M&E plan and associated work plans for each component/activity (as reflected in the Project Appraisal Document and Results Framework);
- Establish the M&E framework, system and strategy, including design, data-collection formats, data collection, data-analysis, and reporting format and systems;
- Design and set up databases as appropriate to meet the needs of M&E of the Project;
- Design, prepare, compile the reports and present them for the approval of the Project manager;
- Collect data and other information from relevant sources to prepare and submit periodic consolidated reports of M&E activities of the Project (including half-yearly and annual performance reports and other reports requested);
- Develop a database for the project performance indicators, collect appropriate data from the sources, and maintain the database and prepare reports to meet the reporting requirements of the Project, including beneficiary feedback;
- Participate in the monitoring of the project activities through site visits, review of Project reports and review of secondary data;

- Coordinate and/or execute special studies and ad hoc evaluations, as needed, to assess activity impacts and collect key outputs and process indicators for the Project components based on the project description and consultations with teams;
- Track and analyze progress towards agreed outputs and outcomes of each of the components in line with the monitoring framework;
- Assist in organizing beneficiary surveys envisaged under the Project, including development of the TORs and management of the surveys;
- Monitor the implementation of recommendations of evaluations and studies to ensure maintenance of technical specifications and quality;
- Ensure that the M&E Plan is modified and updated as improved information becomes available (updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on gender, and others);
- Support the Project manager with project facilitation; and
- Support the development and implementation of capacity building training programs related to monitoring and evaluation; **and**

Provide relevant information/data related to the project performance as required by other stakeholders including data required for the EMIS.

3.0 Expected Outputs and Deliverables:

The Monitoring and Evaluation Specialist shall be required to produce the following outputs/deliverables;

- i. Monitoring and Evaluation strategy/plan developed;
- ii. Monitoring and Evaluation data collection tools developed/reviewed;
- iii. A database of project indicators developed and updated;
- iv. Project team and relevant officers trained in Monitoring and Evaluation;
- v. Quarterly, biannual and annual monitoring reports produced;
- vi. Project assessment / evaluation reports done;

- vii. Joint project monitoring reviews conducted and reports produced; and
- viii. Project monitoring missions coordinated.

4.0 Qualifications, Experience and Competence

4.1 Qualifications

The applicant should have at least Master's Degree in Social Sciences, Economics, any field that is related.

4.2 Experience

The applicant should have the following experience:

- Minimum of 7 years of progressive work experience in project planning, monitoring and evaluation;
- Work experience with donor funded projects implemented by the Government is an advantage; and
- Experience in conducting and managing monitoring and evaluation activities in the education sector in Malawi or in the SADC region.

4.3 Competencies

The applicant should have the following competencies:

- Strong skills in data analysis using MS Excel, SPSS, Stata and equivalent packages;
- Excellent technical skills in socio-economic research and program and project performance assessment;
- In-depth demonstrated knowledge and experience in monitoring and evaluation of development project activities;

- Strong communication (oral and written) and facilitation skills, ability to establish and promote good working relationships and effective teamwork with colleagues and stakeholders in a sensitive environment;
- S/he must be able to respond quickly to requests for information;
- Proven organizational and networking skills, and ability to work in multi-cultural team environment;
- Results driven, initiative-taking behavior, ability to plan, organize work and establish priority; and
- Promote a culture of knowledge sharing and learning.

5.0 Reporting Requirements

The M&E Specialist will work under the overall guidance of the M&E Deputy Director and will be accountable and report on day to day basis to the Project manager. S/he will also cooperate with other members of the PIU, and work in close collaboration with MoE particularly M&E and EMIS sections of Planning MoE.

6.0 Duration of Contract and Remuneration

The employment contract shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget.

7.0 Location of Employment

The M&E Specialist will be based at the MoE or any of its designated offices in Lilongwe but would be required to travel regularly to other relevant agencies where the ISEM II is implementing its activities.

4) PROCUREMENT SPECIALIST

1.0 Objectives of the Assignment

The Procurement Specialist will be responsible for the processing of all contracts defined in the Project in strict compliance with the regulations, conditions and standards by Malawi Government and the European Union.

2.0 Scope of the Assignment

The Procurement Specialist will be responsible for the processing of all contracts related to the implementation of the project with a focus on:

- a. Coordinating the preparation and updating of Project's Annual Procurement Plan, detailing contract packages for works, goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity in consultation with the Project Manager and all technical teams;
- b. Liaise/coordinate with the PIU established in the Ministry for transparent and effective procurement of the project requirements;
- c. Timely procurement of goods, services and works through preparation of all procurement documentation including Bidding Documents, Request for Quotations, Request for Bids, Procurement Notices, Bid Opening and Evaluation sessions and preparation of Bid Evaluation Reports;
- d. Using the Malawi Government Regulations prepare project's customized Bidding and Proposal Documents (RFB/RFP) for Goods and Works and Request for Proposals (RFP) for Consulting Assignments. This should include standardized Forms to be used for Open and Limited market approach and for the Request for Quotations;
- e. Coordinate and ensure timely responses to clarifications sought by bidders or shortlisted consultants as may be required;
- f. Provide secretarial services to Shortlisting, technical/financial evaluation and during contract negotiation meetings;
- g. Coordinate responses to inquiries and communicate the results of the evaluation process to bidders or consultants, in keeping with appropriate guidelines;
- h. Prepare the General Procurement Notices (GPN), and Specific Procurement Notices (SPN), and solicitations of Expression of Interests (EOI), when required;
- i. In cases of procurement actions requiring government regulatory bodies (PPDA, GCU and MoJ) "No Objection", coordinate the submission of procurement documents to PPDA, monitor PPDA response time on issuing "No Objections" at different levels of the procurement process and follow-up accordingly;
- j. Preparation of evaluation reports, contracts, award notices and other procurement and contractual documents as required;

- k. Establish and maintain procedures for the receiving, inspecting, testing and acceptance of goods;
- l. Ensure compliance with procurement methods and prior review thresholds applicable to the project;
- m. Ensure all procurement activities are carried out in accordance with the agreed procedures, including the Financing Agreement; Malawi Government / the European Union Procurement Guidelines; and Government of Malawi Public Procurement and Disposal of Assets Act 2017, where applicable;
- n. Assist in timely payments to suppliers, contractors and consultants and also ensuring their contractual obligations such as payment guarantees, insurance premiums and performance Bonds;
- o. Establish and maintain a central procurement filing system, and ensure all related documents are included in the respective files;
- p. Assist with the maintenance and updating of procurement databases and contract register with complete “paper trail” of the procurement process;
- q. Establish a performance monitoring database for all suppliers and consultants, and ensure timely updates of the system;
- r. Prepare Procurement Post Review registers, attending Procurement Post Review meetings and response to comments on issues raised;
- s. Undertake procurement processes using Shopping procedures and any other procurement methods as assigned from time to time;
- t. Advise the Ministry on processes for Board of Survey for disposal of un-required stores and equipment including actual disposal and adherence to procurement controls;
- u. Provide necessary collaboration to the internal and external control bodies in carrying out inspections and audits to be made to the project;
- v. Prepare Quarterly procurement progress reports; and
- w. Carry out any other relevant periodic duties that may be assigned by the Project Coordinator/Project Manager from time to time.

3.0 Reporting Arrangements

The Procurement Specialist will be directly reporting to the Project Manager. The following are some of the required reports the Procurement Specialist will be expected to be preparing:

- a) Project annual Procurement Plan and periodic updates of the same;
- b) Minutes of meetings held throughout the procurement process, including short-listing, evaluation, interview and negotiation and bid openings all duly signed by panel members/participating parties;
- c) Procurement Documents and Reports (Bidding documents, Request for Proposals, Evaluation Reports, Draft Contracts, etc.); and
- d) Monthly, Quarterly, Semi-Annual and Annual procurement reports as inputs into the Project Management Reports (within 2 weeks from the end of the review period) and, in addition, will prepare procurement reports during support missions.

4.0 Implementation Arrangements

- 4.1 MoE through the ISEM II Project will be the implementing agency; and
- 4.2 The Procurement Specialist will work as a team member of the MoE Procurement and Disposal Unit team. He/she will in consultation with the Head of PDU report directly to Project Manager.

5.0 Qualification, Skills and Expertise

Qualifications

- a. Bachelor degree in Procurement or any other relevant discipline (e.g. Business Administration, Project Management, or Engineering) Those with Master's Degree in Procurement will have an added advantage; and
- b. A professional qualification in procurement from recognized institutions (such as the Chartered Institute of Purchasing and Supply (CIPS) or Malawi Institute of Procurement and Supply (MIPS).

General Professional Experience

- c. A minimum of Seven (10) years of post-qualification experience in procurement and contract management in the public sector and at least five (7) years' work experience in a donor funded-project such as those funded by the European Union, African Development Bank and World Bank;
- d. Working knowledge of the Government of Malawi's Public Procurement law and procedures;
- e. Good computer skills and proficient in the use of Microsoft Office (Excel, Word and PowerPoint, etc.);
- f. Proven analytical skills, including the ability to provide insightful analysis on hiring;
- g. Ability to work in teams and articulation with public and private entities;
- h. Highly motivated with excellent planning, analytical, communications and interpersonal skills as well as a high level of diplomacy; and
- i. Upholding of anti-corruption and anti-bribery ethics.

A minimum of Seven (10) years of post-qualification experience in procurement and contract management in the public sector and at least five (5) years' work experience in a donor funded-project such as those funded by the European Union, African Development Bank and World Bank;

6.0 Performance Criteria

The following performance criteria will be used to assess the performance of the Procurement Specialist annually, and based upon these assessments, the contract with the Project may be continued or terminated:

- Quality and timeliness of procurement plans;
- Quality of documentation submitted for prior review;
- Quality of procurement filing;
- Quality of documentation submitted during post reviews; and
- Quality and timeliness of required reports;

7.0 Location of Employment

The Procurement Specialist will be based at the Ministry of Education Headquarters Office in Lilongwe, but would be required to travel regularly to other relevant field offices where the ISEM II is implementing its activities.

8.0 Duration of Contract and Remuneration

The employment contract shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget.

5) ARCHITECT

1.0 OBJECTIVES OF THE ASSIGNMENT

The Overall Objective is to provide technical assistance for construction management and supervision to ensure that quality for both materials and workmanship are in accordance with the design information and contract documents (specifications and a set of drawings).

2.0 SCOPE OF WORK

The scope of the assignment will be as follows

3.1 General

The successful applicant will work with Technical Officers of the Project Team based in the Education Infrastructure Management Unit (EIMU) of the MoE in ensuring that value for money is achieved through designs, design review, rigorous and detailed inspection of materials and workmanship throughout the construction process.

3.2 Specific

The architect shall be expected to undertake the following duties and responsibilities:

- a) Accountable and point of contact for all technical issues;
- b) Implementation and management of all construction activities in close coordination with the relevant project staff and MoE team;
- c) Review the project costs and cash flow data for each construction site in consultation with consulting firm;
- d) Assessing costs when changes occur and agree on variations with consulting firm upon Client's review and approval;
- e) Carrying out periodic inspection of construction of education infrastructure under the project;

- f) Conduct assessment of completed works;
- g) Managing the consulting firm under the project to ensure accountability through checking and approval of certificates, cost reporting compliance with conditions of contract including claims and damages;
- h) Analysis of monthly reports submitted by the consulting firm
- i) Keep electronic and hard copies of all documents pertaining to the project;
- j) Ensuring development of appropriate contract and procedures; and
- k) Carry out any other duties assigned by the Project Manager from time to time.

4.0 EXPECTED OUTPUTS

The architect will be expected to provide monthly reports for the works progress to the Project Manager; however, where and when necessary, he or she may be requested to provide a specific report;

5.0 IMPLEMENTATION ARRANGEMENTS

- a) The implementing agency will be MoE, through the ISEM II Project;
- b) The consultant shall administratively be responsible to the Secretary for Education, through the Project Manager, who shall be responsible for the day to day management of the project; and
- c) The Architect will work under the direct overall technical supervision of the EIMU.

6. Duration of the Contract and Remuneration Duration of the Assignment

The employment contract shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget.

9.0 PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

This assignment is targeting Individual Consultants who must have the following attributes:

Qualifications

- a) A Masters of Science Degree in Architecture or similar from recognized institutions;
- b) ; and
- c) Must be professionally registered as a Registered Architect with the Malawi Institution of Architects and Quantity Surveyors or international equivalent.

General Professional Experience

At least five (10) years working experience in a reputable and busy office

Specific Professional Experience

- a) At least 10 years' experience in construction/supervision/contract management of civil or building works; and

- b) Experience with donor funded projects.

6) Administrative Assistant

1.0 The Objective of this Assignment:

The Ministry of Education through ISEM II Project is seeking the services of Project Administrative Assistant to provide support to the smooth and effective operation of the Project by performing logistical and administrative support duties to ensure effective delivery of services and achievement of objectives.

2.0 Position Description

The project seeks to recruit a Project Administrative Assistant..

3.0 Scope of the Assignment

The Project Administrative Assistant will be responsible for providing day to day professional, high quality administration, logistical and coordination support to the Project and serve as the point of contact for a range of staff and external stakeholders.

Specifically, the Project Administrative Assistant will perform the following duties:

- a. Provide a full range of administrative support to the Project Manager, including scheduling and calendar management, managing travel arrangements, preparing routine correspondence, assisting with the preparation, editing and distribution of reports, documents and meeting materials, receiving/distributing mail;
- b. Provide event management coordination including planning and managing several tasks, preparing communications, arranging catering and technology services, space planning and set-up; and taking notes and minutes during meetings;
- c. Assist in communication with the Participating Financial Institutions, Development Partners, Government Institutions and other Stakeholders;
- d. Maintain and update Outlook distribution lists, phone lists,
- e. Order office supplies; maintain and update the stores register and ensure the office supplies are replenished timely;
- f. Manage the Point-of-Sale Fuel Machine, procure and issue fuel and record fuel transactions in the fuel register;
- g. Facilitate maintenance and insurance of Project motor vehicles and other assets;
- h. Ensure the office, furniture, equipment and motor vehicles are always kept clean
- i. Assist the Procurement Specialist in generating procurement memos, procurement requisitions, RFQs, obtaining quotations;
- j. Contribute to a positive workplace culture through a high-level of team work, liaising with others outside own team and by acting consistently with World Bank Group and Reserve Bank of Malawi core values;
- k. Arrange appointments/meetings both internal and external officials and stakeholders;
- l. Receive visitors, place and screen phone calls, respond to requests for information and take notes at meetings;

- m. Establish and maintain documentation and filing system; hard and electronic office files and records; classify and code material relating to a variety of topics;
- n. Receive, review, sort and distribute all incoming and outgoing correspondence, office pouch and material, highlight priority items and attach necessary background information;
- o. Draft non-technical memoranda and reports;
- p. Format more complex documents using the appropriate technology;
- q. Provide and facilitate administrative formalities and processing of documents in relation to official travels, leaves and movements of staff;
- r. Support staff with processing personnel related documentation;
- s. Maintain office inventory and stocks of office supplies. Monitor the asset management track to ensure all administrative procurements of ISEM II Project are done and recorded accurately;
- t. Monitor office facilities and equipment and take appropriate action to ensure proper function at all times;
- u. Provide logistic and administrative arrangements for events, meetings, seminars, workshops and briefings that may be required by the ISEM II Office;
- v. Regulate and monitor provision of services from providers; and
- w. Any other duties that may be assigned by the Project Manager from time to time.

4.0 Performance Criteria

The following performance criteria will be used to assess the performance of the Project Administrative Assistant annually and based upon these assessments the contract with the Project may be continued or terminated:

- a) Quality and timeliness of handling daily correspondence including emails and phone calls;
- b) Quality and timeliness of managing appointments and reservations and scheduled calendar;
- c) Timeliness and accuracy of drafted memoranda;
- d) Quality, order and timeliness of documentation filing and record keeping;
- e) Quality of supervision of subordinates' i.e. driver/messenger; and
- f) Timeliness in maintenance and insurance of project motor vehicles and other valuation assets.

5.0 Reporting/ Deliverables

Project Administrative Assistant will be directly reporting to the Project Manager and will also be responsible for supervision of the Driver/messenger in the PIU. The following are some of the required reports and deliverables of the Project Administrative Assistant:

- a) Generating of accurate minutes, presentations and reports;
- b) Maintenance of appropriate and user-friendly filing systems;
- c) Non-conflict of real-time scheduled calendar and diary of events/meetings for Project Manager office;

- d) Maintenance of complete list of office inventory and stocks for the office; and
- e) Motor Vehicles and assets maintenance and insurance reports.

6.0 Key Qualifications and Experience

The candidate should meet the following minimum qualifications:

- a. A Diploma or degree in Administration or Secretarial Studies or related field. Candidates with prior administrative practical experience with EU funded projects will have an added advantage;
- b. A minimum of Eight (8) years' experience in administrative plus logistical management in projects and at least five (5) years' work experience in a donor funded-project such as those funded by the EU, World Bank or African Development Bank or other international donors;
- c. Excellent written and verbal communication skills;
- d. Proactive and ability to create a positive experience for others;
- e. Strong organization and planning skills;
- f. Excellent time management skills and ability to multi-task and prioritize work;
- g. Computer literacy is a must for this position. Proficient in MS Office; and
- h. Highly motivated with excellent planning, analytical, communications and interpersonal skills as well as a high level of diplomacy.

7.0

Duration of Contract and Remuneration Duration of the Assignment

The employment contract shall run in 1 year contracts for the whole duration of the project, renewed annually subject to satisfactory performance. Remuneration shall be negotiable based on candidate's qualifications and experience and the available budget.

8.0 Location of Employment

The Project Administrative Assistant will be based at the PIU Office in Lilongwe.

