



REQUEST FOR EXPRESSIONS OF INTEREST

JOB TITLE: **ASSISTANT FINANCE OFFICER (Individual Consultant)**

PROJECT: **SADC TRADE AND TRANSIT FACILITATION PROJECT**

FINANCING AGREEMENT REFERENCE: **2100155042616**

PROJECT ID NO.: **P-Z1-K00-127**

DATE: **15th November 2023**

1. The Southern African Development Community (SADC) Secretariat has received financing from the African Development Fund towards the cost of **SADC Trade and Transit Facilitation Project** and intends to apply part of the agreed amount for this grant to payments under the contract for an **Assistant Finance Officer**.
2. As part of implementation of the Project, SADC Secretariat is recruiting an **Assistant Finance Officer**. SADC Secretariat hereby invites Individual Consultants to indicate their interest in the following Assignment: **Assistant Finance Officer**.

3. Objective of the assignment:

The Assistant Finance Officer shall support the Project Coordinator in providing financial management services to support the implementation of the project, including provision of operational oversight, financial management, reporting and communication with the SADC Secretariat and the African Development Bank.

4. Scope of Work

The scope of work of the Assistant Financial Officer will include, but not limited to the following: Budgeting and Expenditure Control, Accounting, Cash Management and Internal Control. The detailed scope of work is contained in the TORs which can be accessed through the link: <https://collab.sadc.int/s/CQwzoStefW66AmW>

Expressions of Interest should only be submitted as one file or one zipped folder bearing the name of the applicant. Do not upload multiple documents in the link.

5. Duration and Timetable for the Assignment

The duration of the contract will be twenty-four (24) months. The Assistant Finance Officer will be expected to start work in December 2023.

6. Qualifications and Experience

The Assistant Finance Officer will possess the following qualifications among others:

- (i) A minimum of bachelor's degree in accounting, Finance or business management.
- (ii) Professional qualification: Studying a professional accountancy certification such as ACCA, CIMA, ICAEW, ICAS.
- (iii) Member of an internationally recognised accounting body such as ACCA, CIMA, ICAEW, ICAS, ACPA or equivalent.

7. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's **Procurement Framework, dated October 2015**, which is available on the Bank's website at <http://www.afdb.org>. A shortlist of three to six individual consultants will be established after the deadline of the request for expressions of interest. The consultants on the shortlist will be evaluated based on the following criteria.

Level of education in general	10%
Educational level compared to the field of mission	30%
Years of experience in general	20%
Number of years of experience relevant to the mission	40%

Only applicants scoring 75 points and above shall be considered for the shortlisting. Not more than 2 candidates from the same country shall be short-listed. All the consultants shall be ranked and the highest ranked consultant will be selected for the said assignment if agreement is reached on the price and other terms of the ensuing contract.

8. Expressions of interest must be submitted electronically via this **Link:** <https://collab.sadc.int/s/qFiw7ybLsmG9BCB> by midnight on 30th November 2023, Local Botswana time, and should mention "**ASSISTANT FINANCE OFFICER**".
9. Interested Individual consultants may obtain further information at the address below during office hours from 08:00hours to 16:30hours, Local Botswana time.

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