

Terms of Reference (TOR) for Appointment of Junior Consultant (Accounts)

1. Background:

The Bangladesh Public-Private Partnership Act, 2015 (PPP Act") was enacted and gazetted on 16 September, 2015. Under this act, the PPP Authority was established in September 2015 as a separate, autonomous Authority under the Prime Minister's Office to act as a catalyst to proactively identify, realize, screen, develop and provide support for PPP projects.

The PPP Authority supports line Ministries to facilitate identification, development and tendering of PPP projects to international standards. For interested investors and lenders, the PPP Authority provides a professional, transparent, centralized portal to high quality PPP Projects. The PPP Authority helps to augment government sector line ministry project development efforts with world-class external PPP resources, with the goal of increasing the quality, attractiveness, and sustainability of PPP projects while realizing them in an efficient and cost-effective manner.

Government of Bangladesh has allocated a fund named PPP Technical Assistance Fund for the development activities in connection to the PPP Projects. PPPA intends to appoint a Junior Consultant (Accounts) for the operation of its financial activities related to operation and management of the PPPTAF.

2. Educational Qualifications:

Bachelor/Master's Degree on Accounting and Finance from any recognized University.

3. Experience's:

- a) At least 5 years of working experience in accounting and finance department of any reputed public or private organization
- b) Shall have proven experience in management of accounts of the day-to-day operation
- c) Shall have experience in accounting report preparation
- d) Must be skilled and fluent in the use of Microsoft Word and Excel.
- e) Good interpersonal skill and ability to communicate effectively with government and private sector officials who may have limited or no financial background.
- f) Must have strong and proven communication and presentation skills.

4. Responsibilities:

The Junior Consultant will need to undertake include (but not limited to the following):

- Operate and manage the PPPTAF Fund
- Prepare regular accounting report for internal use and external reporting
- Process the invoice and payment under the PPPTAF Fund
- Liaise with account bank, Bangladesh Bank and other institutions in connection with the management of the fund
- Record documents and support external auditors
- Any other task(s) decided by the PPP Authority

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5. Nationality:

Bangladeshi nationals only.

6. Language:

Excellent speaking and writing skill in Bangla and English.

7. Counterpart Support: The PPP Authority will provide institutional support where necessary. No supporting staff is available of this position. The incumbent should have necessary computer skill to furnish the jobs/assignments. The office accommodation will be available in the working station of PPPA's premises and no transport/vehicle is provided for come/go to office.

8. Reporting Arrangement: The Junior Consultant will be responsible to the CEO (secretary) of PPP Authority. He/She will assist to ensure timely completion of all assigned activities within the deadline.

9. Application Procedure

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in.

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Terms of Reference (TOR) for Appointment of Junior Consultant (IT)

1. Background:

The Bangladesh Public-Private Partnership Act, 2015 (PPP Act") was enacted and gazetted on 16 September, 2015. Under this act, the PPP Authority was established in September 2015 as a separate, autonomous Authority under the Prime Minister's Office to act as a catalyst to proactively identify, realize, screen, develop and provide support for PPP projects.

The PPP Authority supports line Ministries to facilitate identification, development and tendering of PPP projects to international standards. For interested investors and lenders, the PPP Authority provides a professional, transparent, centralized portal to high quality PPP Projects. The PPP Authority helps to augment government sector line ministry project development efforts with world-class external PPP resources, with the goal of increasing the quality, attractiveness, and sustainability of PPP projects while realizing them in an efficient and cost-effective manner.

PPPA intends to appoint a Junior Consultant (IT) for the operation of its ICT activities.

2. Educational Qualifications:

Bachelor Degree (Computer Science/Computer Science and Engineering/IT/ICT) from any recognized University.

3. Experience's:

- a) At least 5 years of experience of working in a relevant job in any reputed public or private organization
- b) Shall have proven experience in management of the day-to-day IT operation
- c) Shall have experience in website maintenance and management
- d) Must be skilled and fluent in the use of Microsoft Excel and Microsoft PowerPoint Project.
- e) Must have strong and proven communication and presentation skills.
- f) Ability to work under pressure with positive, constructive attitude.

4. Responsibilities:

The Junior Consultant (IT) will need to undertake include (but not limited to the following):

- Operate and manage the PPPA website/ web portal
- Maintain and operate the internal server
- Maintain full IT system of the organization
- Support in e-nothi/ d-nothi implementation
- Any other task(s) decided by the PPP Authority

5. Nationality:

Bangladeshi nationals only.

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6. Language:

Excellent speaking and writing skill in Bangla and English.

7. Counterpart Support: The PPP Authority will provide institutional support where necessary. No supporting staff is available of this position. The incumbent should have necessary computer skill to furnish the jobs/assignments. The office accommodation will be available in the working station of PPPA's premises and no transport/vehicle is provided for come/go to office.

8. Reporting Arrangement: The Junior Consultant will be responsible to the CEO (secretary) of PPP Authority. He/She will assist to ensure timely completion of all assigned activities within the deadline.

9. Application Procedure

An application should be submitted along with a detailed CV and a recent photograph. A financial proposal also needs to be submitted along with the application but in a separate sealed envelope. Preferred applicant may be interviewed. The template for the CV and financial proposal is provided in.

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