

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



**Maldives Atolls Education Development Project (AEDP: P177768)**  
**Ministry of Education**  
Republic of Maldives

**TERMS OF REFERENCE**

**SENIOR ACCOUNTS OFFICER**

**1. Background**

The Maldives Atoll Education Development Project (AEDP) is organized under five components: (a) enhancing curriculum delivery; (b) continuing teacher development; (c) measuring and enhancing system performance; (d) coordination, monitoring, capacity building and technical assistance; and (e) contingent emergency response. These components and the activities under them were prepared through a process of consultation and collaboration with the Ministry of Education (MoE); the Ministry of Finance and Treasury (MoFT); the atoll education agencies; public and private employers; academics and school principals, teachers, parents and students. The components and activities are also based on the knowledge and experience gained through the implementation of the Learning Assessment and Measurement (LAMP) Global Partnership for Education (GPE) trust fund.

The Government of Maldives (GoM) is implementing the “Maldives: Atoll Education Development Project (AEDP) Project. The project is funded by the World Bank. The objective of the project is to increase access to education and enhance the quality of secondary education.

**Component 1: Enhancing Curriculum Delivery and Increasing Higher Secondary Participation**

The objective of this component is to promote strategic initiatives at the country level to strengthen and develop the general education system with a special focus on secondary grades. The activities under this component will be mainly implemented by schools with policy and technical support of the Ministry of Education (mainly PPR and School Administration Section), National Institute of Education (NIE), and the Department of Inclusive Education (DoIE).

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**Component 2: Continuing Teacher Development**

The component will assist GoM to carry out a program of continuing teacher development activities. The activities under this component will be mainly implemented by schools with the policy and technical support of the NIE.

**Component 3: Measuring and Enhancing School and System Performance**

The component will assist GoM to measure the performance of the school system through quality assurance activities and national assessments of learning outcomes. The activities under this component will be mainly implemented by the QAD, and by schools with the policy and technical support of the QAD.

**Component 4: Coordination, Monitoring, Capacity Building and Technical Assistance**

Under this component the Project will help the MoE to coordinate and monitor the Projects' activities, as well as provide technical assistance and knowledge support to the MoE's agencies and to schools.

Effective implementation of day-to-day operations is extremely important for the success of the AEDP. In particular, the project will have a strong emphasis on managing the resources which are dedicated to the delivery of the services critical to the achievement of the target results of the AEDP, including the intermediate outputs, outcomes, and overall project outcomes. The Project Officer will be responsible for assisting the AEDP OMSU to establish, maintain, and implement sound operations and monitoring systems.

**2. Objectives**

The S. Accounts Officer will be appointed to assist in all financial management aspects of the project. He/she will be responsible for ensuring that all the activities under the project compliance with financial management requirements of the World Bank Regulations and the Government of Maldives Regulations by setting up a financial management system for the project that will ensure that project funds are used for the purposes intended will due consideration to economy and efficiency.

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**3. Scope of Services**

- Assist in establishing and operating the financial management and accounting systems for the project;
- Provide strategic direction on financial aspects of the activities under the project;
- Ensure timely payment processing of the projects commitments supported by appropriate documentation;
- Preparation and approval of budgets and financial projections/forecasts and planning for project;
- Ensure development of satisfactory financial and accounting policies and procedures for the projects, and ensure adherence to these policies and procedures;
- Work with the procurement staff(s) and the OMSU team to ensure the financial data management is synchronized with the physical progress of the projects components;
- Preparation of documents for audit of the project accounts and submitting audit reports to the World Bank by the agreed upon date.
- Prepare interim unaudited financial reports (IUFs) of the OMSU quarterly with the effectiveness of the project.
- Keep records of all financial documents for the internal and external auditors and facilitate the auditor's missions in the MoE and the implementing agencies.
- Processing of vouchers for payment and establishing financial voucher register
- Maintain accounting records in the management information system and maintain books of accounts.
- Reconciliation and replenishment of the designated account opened for the project.
- Liase with relevant MoF's divisions on financial issues
- Maintain compliance with the World Bank financial management guidelines.
- Checking and advising on the financial components of contracts.
- Keeping a record of invoices and settlement of invoices.
- Conduct analysis of expenditure.
- Establish a complete filing system for financial records.

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- Establish a complete and accurate fixed assets register.
- Advise the Project Director and the OMSU, on financial aspects, especially on policy and strategic issues, financial position, and financial performance of the projects.
- Preparation of any other reports required on the basis of the World Bank financial management reporting needs.
- Assist in the financial management of any other project under OMSU.
- Any other duties assigned by the Financial Management Specialist (FMS) and the Project Director.

#### **Required Qualifications and Experience**

- Bachelor's Degree in Business Administration, Accounting, Finance or Procurement.
- 03-05 years of work experience in Public sector.

#### **4. Other Competencies**

- Knowledge of government and World Bank accounting policies and procedures would be an added advantage
- Knowledge and understanding of technical, commercial and legal aspects of procurement of the World Bank- financed project and should be familiar with the World Bank's Systemic Tracking of Exchanges in Procurement (STEP Portal).
- Excellent written and oral skills in English and Dhivehi, with the ability to produce comprehensive reports in English.
- The successful candidate must be willing to work for extended periods without direct supervision and will be expected to travel routinely to islands within the catchment.
- Ability to plan projects with complex and diverse activities.
- Familiarity with the relevant Government procedures and regulations.

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**5. Institutional Arrangements**

The S. Accounts Officer will work in the OMSU and will report to the FMS.

**6. Duration of services and terms of payment**

The service is initially for a period of 01 year with the possibility of extension depending on performance. The Senior Accounts Officer will be paid based on the qualifications and relevant experience according to the circular of the National Pay Commission. The remuneration for this position is 20,160.