

Advertisement of Vacancies

North-South Network <http://www.dgb-bildungswerk.de/weltweit> is a division of DGB Bildungswerk BUND, the educational organisation of the Confederation of German Trade Unions (DGB). Collaborating with labour union partners in Germany, Africa, Asia and Latin America we provide professional assistance and support to our partners' projects. We stand for the improvement of labour relations, workers'/employees' qualification, and for the implementation of international social standards. For advisory services to our Asian project partners, we are looking for

Financial Consultants (m/f/d) on a fee basis

There are different assignments; you can apply for more than one.

Batch A: Financial consultancy for projects in India and Nepal (approx. up to 510 hours per year).

Beginning of work: January 2022 (depending on the approval of our back donor)

The following two projects are subject of the assignment:

- An international project, implemented in India and Nepal, accounted for in India
- An international project, implemented in South-East Asia, accounted for in India

The area of responsibility comprises in particular

- the monthly inspection of the records of invoices and payment as well as the required contract award and other supporting documents in the partner's office in Delhi.
If the consultant is not based in Delhi, the following procedure is intended:
 - a) Quarterly travels to Delhi for checking original invoices and working with the partner organisations' project office.
 - b) In the remaining 8 months, checking financial accounts and scanned copies of accounting documents on a monthly basis.
- continuous advice to our project partners on the due use of project means and on financial reporting;
- monthly reporting to DGB Bildungswerk
- assistance with the annual financial settlement towards the back donor (BMZ)

The advisory and monitoring services are expected to be partly rendered at the office of our partners in Delhi, India. Travel costs (economy flights, local travel and accommodation) will be reimbursed based on the provision of original receipts. Please note: The project is not yet approved by our back donor (BMZ), we expect approval in November 2021. We cannot issue a contract before receiving the approval.

Batch B: Financial consultancy for international projects in South East Asia with travel to Singapore (approx. up to 434 hours per year).

Beginning of work: January 2022 (depending on the approval of our back donor)

The following projects are subject of the assignment:

- An international project, implemented in South-East Asia, accounted for in Singapore

- An international project, implemented in Cambodia, Indonesia and the Philippines, accounted for in Singapore

The area of responsibility comprises in particular

- the monthly inspection of the records of invoices and payment as well as the required contract award and other supporting documents;
If the consultant is not based in Singapore, the following procedure is intended:
 - a) Quarterly travels to Singapore for checking original invoices and working with the partner organisations' project office.
 - b) In the remaining 8 months, checking financial accounts and scanned copies of accounting documents on a monthly basis.
- continuous advice to our project partners on the due use of project means and on financial reporting;
- monthly reporting/travel report to DGB Bildungswerk
- assistance with the annual financial settlement towards the back donor (BMZ)

The advisory and monitoring services are expected to be partly rendered at the office of our partners in Singapore. Travel costs (economy flights, local travel and accommodation) will be reimbursed based on the provision of original receipts. Please note: The project is not yet approved by the BMZ, we expect approval in November 2021. We cannot issue a contract before receiving the approval.

Batch C: Financial consultancy for a project in Hanoi, Vietnam (approx. up to 240 hours per year).

Beginning of work: January 2022 (depending on the approval of our back donor)

The area of responsibility comprises in particular

- the monthly inspection of the records of invoices and payment as well as the required contract award and other supporting documents; If the consultant is not based in Hanoi, the following procedure is intended:
 - c) Quarterly travels to Hanoi for checking original invoices and working with the partner organisations' project office.
 - d) In the remaining 8 months, checking financial accounts and scanned copies of accounting documents on a monthly basis.
- continuous advice to our project partners on the due use of project means and on financial reporting;
- monthly reporting/travel report to DGB Bildungswerk
- assistance with the annual financial settlement towards the back donor (BMZ)

The advisory and monitoring services are expected to be rendered at the office of our partner's site in Hanoi, Vietnam. Please note: The project is not yet approved by our back donor (BMZ), we expect approval in November 2019. We cannot issue a contract before receiving the approval.

Batch D: Financial consultancy for a project in Dhaka, Bangladesh (approx. up to 198 hours per year).

Beginning of work: January 2022 (depending on the approval of our back donor)

The area of responsibility comprises in particular

- the monthly inspection of the records of invoices and payment as well as the required contract award and other supporting documents;

- continuous advice to our project partners on the due use of project means and on financial reporting;
- sporadic travel to Chittagong
- monthly reporting/travel report to DGB Bildungswerk
- assistance with the annual financial settlement towards the back donor (BMZ)

The advisory and monitoring services are expected to be rendered at the office of our partner's site in Dhaka, Bangladesh. Please note: The project is not yet approved by our back donor (BMZ), we expect approval in November 2021. We cannot issue a contract before receiving the approval.

Your profile:

- You have completed your university studies and successfully graduated in the field of Economics/Finance or you gained comparable experience in professional activity
- You have acquired relevant experience having worked for several years in the field of Project Controlling, Accountancy, Auditing;
- You are fluent (orally and in writing) in English;
- You are proficient (good knowledge and skills) in the field of budgeting (i.e. in compilation, budget formulation, and budget control);
- You have a systematic and independent method of working, and a good assertiveness.
- You are well grounded in the accounting/billing/settlement of public funds (granted by international and/or German Donors like the German Federal Ministry of Economic Cooperation and Development, BMZ).

Please email your C.V. and application letter stating whether you apply for only one or for more tasks (max. 3 MB) with your proposed fee rate by **November 23, 2022** to Susanne Ludwig, who is also your contact point in case of questions:

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Nord-Süd-Netz
Susanne Ludwig
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