

## **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 project partners, we are looking for

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

#### **Batch A: Financial consultancy for projects in South Africa and Kenya (approx. up to 480 hours per year)**

Beginning of work: January 2023 (depending on the approval of our back donor)

The following two projects are subject of the assignment:

- An international project, implemented in Botswana, Kenya, Nigeria and Uganda, accounted for in Kenya
- A project in South Africa, coordinated and accounted for in Cape Town

**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 remotely and in the partner's office in Nairobi and Cape Town.  
If the consultant is not based in Cape Town or Nairobi, the following procedure is intended:
  - a) Quarterly travels to Nairobi for checking original invoices and working with the partner organisation in the project office.
  - b) Half yearly travels to Cape Town for checking the digital storage of receipts and the transparency and comprehensibility of payment processes with the university; working with the partner organisation in the project office.
  - c) In the remaining 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 Cape Town, South Africa and Nairobi, Kenya. 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 2022. We cannot issue a contract before receiving the approval.

## **Batch B: Financial consultancy for a project in the Philippines, accounted for in Manila (approx. up to 272 hours per year)**

Beginning of work: January 2023 (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 Manila, the following procedure is intended:
  - a) Quarterly travels to Manila for checking original invoices and working with the partner organisation's 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 partner 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 Manila. 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 2022. We cannot issue a contract before receiving the approval.

## **Batch C: Financial consultancy for a project in Delhi/Veraval, India (approx. up to 240 hours per year)**

Beginning of work: January 2023 (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 Delhi, the following procedure is intended:
  - a) Quarterly travels to Delhi for checking original invoices and working with the partner organisation's 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 rendered at the office of our partner's site in Delhi, India. Please note: The project is not yet approved by our back donor (BMZ), we expect approval in November 2022. 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).
- You have working experiences or you are based in the countries of the assignments (Batch A Kenya and/or South Africa; Batch B the Philippines and Batch C India)

## Procedures

### Type of award

Negotiated procedure, the DGB BW can waive negotiation. In this case, all offers received shall be considered final.

### Contents of the offer

Offers shall contain a motivation letter, a CV and a financial offer (rate per hour including taxes, insurances etc.).

### Award criteria

Successfully graduated in the field of Economics/Finance or gained comparable experience in professional activities; work experiences in the field of Project Controlling, Accountancy, Auditing; experiences 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); working experience in country of assignment;

### Terms of payment

Monthly, after submission of report and invoice

**Deadline for submission of offers** 30.11.2022

**Binding period of the offer** 15.12.2022

**Expected date of award** 10.12.2022

Please email your C.V. and motivation letter stating whether for which assignment you apply as well as your proposed fee rate (max. 3 MB) by **November 30, 2022 latest** to Susanne Ludwig, who is also your contact point in case of questions:

DGB Bildungswerk BUND

Nord-Süd-Netz

Susanne Ludwig

[Susanne.ludwig@dgb-bildungswerk.de](mailto:Susanne.ludwig@dgb-bildungswerk.de)

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