

TERMS OF REFERENCE

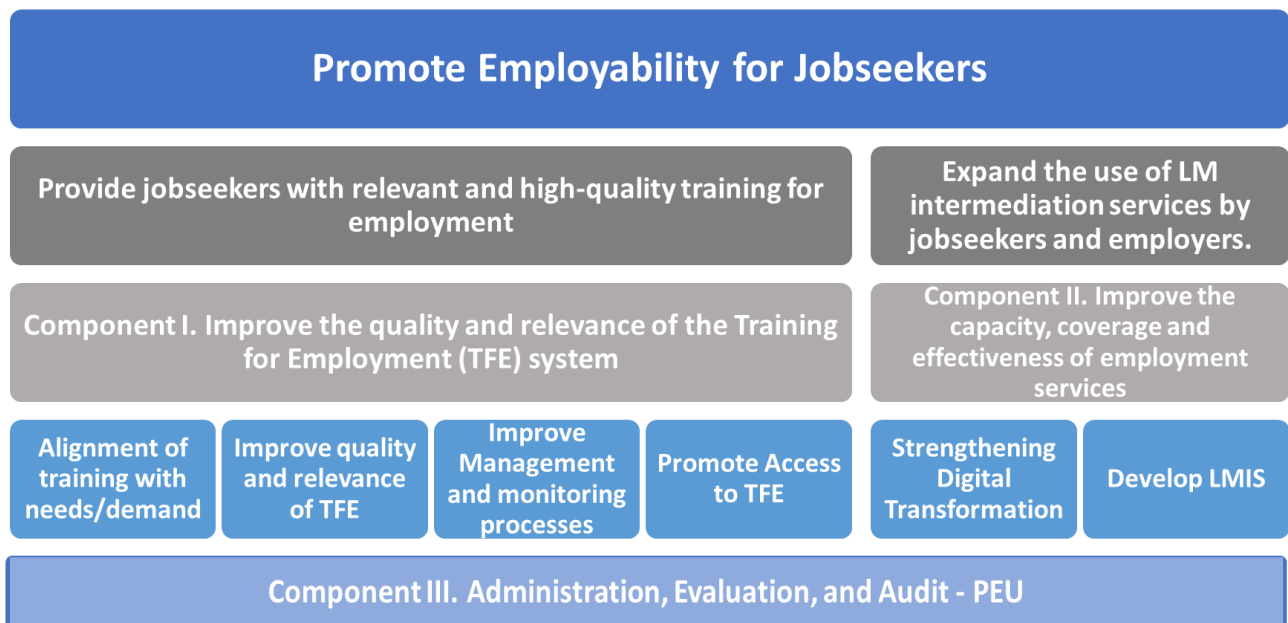
Position Title/	Consulting Services: Financial Assistant (FA)
Position Term/Type	One (1) Year Full Time with Possibility of Extension Based on Performance
Program Title	Labor Market Alignment with New Industries (SU- L1061)
Executing Agency	Ministry of Health, Welfare, and Labor
Location	Paramaribo, Suriname

I. BACKGROUND

Context: Suriname is a small open economy dependent on extractive industries. The Government of Suriname is looking to restore prosperity for its citizens through diversification of the economy and tapping into new productive sectors. To prepare the workforce to work in new productive sectors, the Government of Suriname has signed a 10 million USD loan with the Inter-American Development Bank (IDB, also referred to as the Bank) to promote employability for jobseekers. The diagnosis for the loan shows two main employability constraints that affect job seekers in Suriname: (i) jobseekers are unequipped with the skills demanded by the productive sector, and (ii) there is a lack of labor market information to efficiently find a job that matches their skills to vacancies.

Objective: The overall goal of the program is to promote employability for jobseekers in Suriname. To achieve this, the program therefore has specific objectives to (i) provide jobseekers with relevant and high-quality training for employment, and (ii) expand the use of labor market intermediation services by jobseekers and employers.

For that, the project is structured in three main components with key expected outcomes. Below is a logical framework of the project structure.



Program Executing Agency: Although the Ministry of Finance and Planning (MoFP) keeps the fiduciary responsibility for the overall program execution, with overall oversight, the Ministry of Health, Welfare, and Labor will function as the main decision-making body of the project to guide the overall execution. Therefore, the program will be executed by the Ministry of Health, Welfare, and Labor referred to as the Program Executing Agency.

Program Implementation Unit (PIU): The Program Implementation Unit (PIU) of the PEA will coordinate, facilitate, and support the implementation of program activities. The PIU will perform all administrative, procurement, financial management, and overall management tasks required for successful program implementation.

The Program Manager heads the PIU and reports directly to the Permanent Secretary of Labour and/or the Deputy Director of Labour Market Department within the PEA.

In addition, the PIU currently consists of the following core management staff: Financial Officer; Monitoring and Evaluation Officer; and a Procurement Assistant.

The PEA through the PIU is now seeking the services of a Financial Assistant who will work in close coordination with the Financial Officer to fulfill both specific tasks led by the Program Manager and the financial tasks defined in the Program Operations Manual (POM). This Term of Reference describes the function, role, and responsibilities of the financial assistant for the program.

II. POSITION SUMMARY

Position Title and Type: Financial Assistant (Full Time)

Reports to: Financial Officer (FO) (Direct Report) and ultimately to the Program Manager, PIU

Supervises: N/A

The PEA through the PIU is now seeking the services of a Financial Assistant (FA) who will perform the responsibilities of the position as detailed below and work in close coordination with the other PIU staff and consultants and collaborate with the Government of Suriname (GOS) authorities to fulfill the program-related tasks defined in the Loan Contract and the Program Operations Manual (POM). The FA Officer is expected to assist the financial officer in all duties of overall financial management activities of the Program: "Labor Market Alignment with New Industries (SU- L1061)". This position is open to individuals only. Consulting firms or consortiums are not eligible. No subcontracting is allowed.

Objectives: The key objective of this position is to assist the financial officer in all duties of overall financial management activities observing the IDB policies and procedures applicable to the program, manage the financial reporting of the progress achieved and ensure the coordination of all financial administration of the program in accordance with the Program Reporting requirements, Loan Contract, and the POM.

Type and Duration of Consultancy: This is a full-time independent contractor/consultancy for the duration of Twelve (12) Months, renewable for further periods up to the end of the program, by mutual agreement and subject to a performance evaluation of the consultant.

Terms of Payment: Between SRD25,000 and SRD27,000 consultancy fees per month. Fees will be paid monthly and in local currency (Surinamese Dollars).

The Place of Work: Paramaribo and visits to the districts and the Interior

The Environment of Work: Professional and cordial environment conducive to cooperation, teamwork, and career advancement opportunities. The program prioritizes gender balance, hence qualified female candidates are highly encouraged to apply.

Scope of Activities: Financial functioning within the PIU. The scope of the position also includes the preparation of all disbursement requests for submission to the IDB by the MOL, based on specific forms designed for this purpose.

III. DUTIES AND RESPONSIBILITIES OF THE POSITION

The FA is responsible for providing support to the Financial Officer in the overall financial management responsibilities of the Program. In particular, responsibilities include:

1. Discharging various clerical activities directly related to the payment system;
2. Preparation of the disbursement requests for submission to the IDB by the PEA, based on specific forms designed for this purpose;
3. Preparing accounting and financial information for financial reporting purposes;
4. Operating the Program's financial management platform (ERP) platform and preparing information for submission to the Ministry's Budget and Financial Affairs Unit of the Administration and Logistics Department to be incorporated in the IFMIS platform;
5. Preparing payment vouchers and supporting documentation;
6. Assist with the internal processes such as financial document and audit process
7. Maintaining the Program's general ledger and contributing to the preparation of financial reports as required by the IDB and GOS;
8. Supporting the Program Financial Specialist in ensuring that the internal controls are operating properly so that all Program activities are executed in accordance with the applicable MOFP and IDB financial requirements, and in accordance with the POM;
9. Contributing to the implementation of the various activities to meet the stipulated Program financial planning, budgeting, and reporting objectives and timing requirements, as they relate to expenditures and asset allocation; and
10. Perform any other related duties as required by the Financial Specialist.

IV. REQUIRED EXPERIENCE AND SKILLS (EVALUATION CRITERIA)

All candidates applying for the FA position must demonstrate and/or provide evidence of the following experience, skills, and competencies within the submitted CV.

Category 1 – Criteria for CV Review and Shortlisting for Interview

A. Minimum Requirements (Qualifications/Education and Experience):

1. **Education Qualification:** Degree (Post-Secondary or bachelor's degree) in Accountancy or Finance or Economic or another relevant field.
2. **Additional Professional Certification or Career Development Training/Certification:** in relevant fields – project implementation, financial management, accounting will be an asset.
3. **Years of General Experience in Relevant Areas:** A minimum of 2 years of work experience in public or private sector financial administration and operations.

4. **Specific Experience:** At least One (1) year of working experience, knowledge, and familiarity with project planning, financial operations and accountancy processes.
5. **Working familiarity:** with financial and operational procedures relating to internationally funded development projects: experience on public sector projects and/or with bi-lateral or multi-lateral funding agencies.

Category 2: Interview Assessment (Part 1)

Candidates must be able to demonstrate and articulate proof of the following during the interview:

B. Core Practical/Technical Skills and Competencies:

1. Specific Financial Skills and Competencies

1.1 Financial Management & Control: Demonstrated experience in financial management duties, financial planning, coordination, and monitoring activities including the ability to meet project goals and provide inputs to adjustments and improvements to financial work plans and budgets. Skills in compiling and preparing financial reports and statements in a timely manner, including maintenance of internal controls.

1.2 Financial Knowledge and Competencies: Demonstrated knowledge and understanding about financial management systems, project support, procedures, and strategies relating to the labour market projects or similar. Must be able to demonstrate ability to make significant financial management contributions to project implementation and activities towards the achievement of program outputs. Ability to acquire, analyze, and present financial data and information in logical framework. Demonstrated critical and strategic thinking: Ability to formulate objectives, set priorities and implement plans consistent with project interests while focusing on addressing the dynamics of the labour market environment. Financial knowledge of integrated financial procedures and systems to track program progress and financial management performance.

1.3 Relevant Technical Competencies: demonstrated ability to maintain appropriate files and records, provide information, and otherwise facilitate, as needed, the financial data for the following activities and events:

- a. Annual program monitoring meetings (led by the Bank)
- b. Semi-annual Progress Reports (financial)
- c. Routine inspection and supervision visits (from Bank Country Office)
- d. Mid-term evaluation of the program
- e. The Program Completion Report.

Experience in financial data collection, analyzing, reporting, planning, budgeting for the program, and ensuring that the assumptions, parameters, guidelines, and policies can be in line with the financial management system and others relevant requirements.

1.4 Demonstrated Relevant Local Context Competencies: A strong background knowledge of the local context in terms of language and cultural relevance; preferably a national or resident of Suriname. Experience with working with diverse groups and/or communities in the interior of Suriname is preferred.

1.5 Demonstrated Leadership (Proactiveness & Initiative): Competent leadership abilities necessary for dynamic, diverse, and complex activities. Strong leadership and initiative skills with demonstrated ability to work independently as well as in a team. Demonstrated evidence of proactiveness: a highly energetic, self-starting, and creative individual who can express/recognize ideas, opportunities, and communicate goals and objectives clearly. Ability to undertake actions, decisions, and achieve results in an independent manner and assume the responsibility for the actions taken. Openness to change and ability to receive/integrate feedback ability to work under pressure and stressful situations.

1.6 Demonstrated Result Oriented and Assertiveness: Result-oriented with demonstrated capacity to solve problems or conflicts in an assertive manner. Ability to apply the method of prioritization of the IDB approaches or similar methods.

2. Interpersonal and communication Skills

Excellent interpersonal and communications (written and oral) skills, and the ability to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results. Good interpersonal relations: the ability to quickly build and maintain productive relationships with others. Ability to communicate and liaise with high-level government officials and other key stakeholders.

3. Workplace dynamics and fit

Understanding and agreement with the principles of ethics, transparency and non-discrimination displays cultural, gender, religion, race, nationality and age sensitivity and adaptability, treats all people fairly without favoritism and fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment. Can maintain high level confidentiality.

Category 2: Interview Assessment

Candidates must be able to demonstrate and articulate proofs of the following during the interview:

C. Other Technical Skills and Competencies (Part 2):

1. Strong Communication/Language (Written and Verbal) Skills, Fluency in English is required. Working knowledge of Dutch and/or Sranan Tongo or other local languages is an advantage.
2. Working knowledge of Including Experience with Microsoft Office Suite and project working tools. Basic Computer Skills Tests will be conducted during the interview.

V. HOW TO APPLY AND SELECTION PROCESS

To apply for this position, all interested and qualified candidates must submit the documents listed below to the Program Manager via email at peu.lmawni@gmail.com no later than **Wednesday, 27th of May 2026 @ 11:59 pm SRT.**

Application Documents:

1. A cover letter that specifically references your strengths in the areas noted
2. An updated resume/CV

B. Selection Process:

1. All applications received by the deadline will be reviewed by the Evaluation Committee.
2. Only candidates that meet the required minimum score for this position will be shortlisted for an interview in English.
3. Only applicants with a combined score and above will be considered for contract award.
4. All shortlisted candidates will be required to complete a basic MS Office suite and writing skills tests as part of the interview process.
5. The most qualified and suitable candidate will be offered the position.