



REQUEST FOR EXPRESSIONS OF INTEREST

(CURRICULUM VITAE'S (CVs) FOR INDIVIDUAL CONSULTANTS (ICs))

Zambia and Zimbabwe

Kariba Dam Rehabilitation Project

Loan No. / Credit No. /TF No./ Grant No. (ADF Loan 2100150032548; ADF Grant; 2100155029116; TSF Grant 590015; WBG Cr#5563-ZM)

Assignment Title: Assistant Project Accountant for the Kariba Dam Rehabilitation Project.

Reference No.: **ZM-ZRA-455367-CS-INDV**

The Zambezi River Authority has received financing from the African Development Bank (AfDB), the Swedish Government and the World Bank's International Development Associations (IDA) towards the cost of the Kariba Dam Rehabilitation Project, and intends to apply part of the proceeds for the employment of an Individual Consultant (including one that may be provided by a consultant firm) for the positions of: **Assistant Project Accountant**

The Zambezi River Authority now invites eligible Individual Consultants to submit their Curriculum Vitae (CVs). The assignment for this position is expected to be for a period of Twenty Months **(20) months** subject to satisfactory performance.

The responsibilities shall include but not limited to:

- Recalculation of invoices submitted for payments in line with contract terms, time sheets and deliverables certified by engineers. This shall include processing of payment Client Connection
- Assist the Project Accountant in preparation of payment certificates
- Reconciliation of contract payments and balances due
- Assist in documentation compilation and adequacy before processing of payments
- Maintain proper, adequate and easily accessible filing system for all project financial records
- Timely posting all payment transactions in the accounting system

- Bank reconciliation for project bank account

Qualification and Experience

- At least five (5) Ordinary Level subjects including Mathematics and English
- A Bachelor's degree in Accounting or Finance
- Part qualified in any of the following professional qualifications: ACCA, CIMA
- At least three (3) years' experience in accounting with one (1) year in project accounting in infrastructure projects
- Experience in accounting for projects funded by development finance institutions such as The World Bank and The Africa Development Bank
- Membership of a Professional Body
- A clean Class 4 driver's license

Interested qualified and experienced Individual Consultants, who possess the above stated qualifications, area of experience and years of post-qualification relevant work experience should submit their CVs complete with copies of academic qualifications to the e-mail address below on or before **18th November 2024**. Submit electronic copy by e-mail. Submission of original copies and scrutiny of the same including verification from the issuing institutions will be a condition of engagement of the successful applicant. Zambezi River Authority will only respond to candidates who are determined to be suitable, who will be short-listed inviting them for interviews.

CVs from qualified and experienced IC (including CVs from interested IC who may be working for a Consultants Firm) must be submitted to the e-mail address: assprojectaccountant@zambezi.org. There is no need for the IC to prepare and submit the Technical and Financial Proposal as these are not required in the selection process for IC. Beyond the brief information for this position, the full TORs for the position may be obtained from the address indicated below on request and will be shared electronically and may also be found on the ZRA Website which is **www.zambezi.org** under the section **Opportunities**.

The Chief Executive: Eng. Munyaradzi C. Munodawafa

Street Address: Kariba House, 32 Cha Cha Cha Road,

City: Lusaka

Country: Zambia

Attention: Acting Manager Procurement, Mrs. Misozi Mbawo

E-mail: assprojectaccountant@zambezi.org