



ZAMBEZI RIVER AUTHORITY

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TERMS OF REFERENCE

Assistant Projects Accountant

KARIBA DAM REHABILITATION PROJECT – SUPPORT TO ZAMBEZI RIVER AUTHORITY BY THE AFRICAN DEVELOPMENT BANK (AfDB), THE WORLD BANK AND SWEDISH GOVERNMENT

1. BACKGROUND

The Kariba Dam and Hydro-Electric Scheme, constructed across the Zambezi River between 1956 and 1959, is the second largest hydro-electric scheme in the Zambezi River Basin. It is a double curvature concrete arch dam (128 m high, crest length of 617 m) with a reservoir capacity of 181 cubic kilometres, one of the largest in the world.

The owners of the dam are the Governments of Zambia and Zimbabwe. The dam is operated by the Zambezi River Authority (ZRA) which was established as a corporate body through parallel legislation in the Parliaments of Zambia and Zimbabwe in October 1987.

Hydropower plants are located on both banks and are separately operated by the Zambian and the Zimbabwean national utilities (ZESCO Limited and ZPC respectively). The energy produced by the power stations represents approximately half of the electricity generation capacity of the two countries, making the installation of strategic importance and critical to economic development.

After more than sixty years of operation, the Kariba Dam now requires rehabilitation works for its continued safe operation. In line with its mandate, the Zambezi River Authority is implementing these works which include:

- Reshaping of the plunge pool to preclude further erosion towards the dam foundations if / when the spillway is operated.
- Refurbishment and upgrading of the spillway system;

The outcomes of the works will be the stabilisation of the plunge pool immediately downstream of the dam wall and the full operability of the spillway system. Consequently, the installed generation capacity will be safeguarded in the long term while the risk to riverine communities will be significantly reduced.

The works on this project are currently on-going with the Zambezi River Authority (ZRA) as the Implementing Agency, supported by a Technical Services and Supervision (TS&S) consultant in charge of integrating the works carried out by (i) the contractor in charge of the plunge pool reshaping and (ii) the contractor in charge of the refurbishment of the spillway system. The TS&S contract was awarded to STUCKY (Switzerland), who started providing services in January 2016. The Plunge Pool Reshaping Works Contract was awarded to Razel-Bec (France)¹ and the Spillway Refurbishment Works Contract was awarded to Consortium GE Hydro France and Freyssinet International².

ZRA is managing and coordinating several other interventions from various entities which result from the institutional support provided by various co-operating partners. They are: i) the independent Panel of Experts (Dam Safety, Social and Environmental experts); ii) the ongoing Technical Advisor to ZRA by Tractebel Engineering; iii) the dam break analysis consultancy services provided by Mott McDonald; and iv) the implementation of the Environmental and Social Management Plan (ESMP) and improvement of Emergency Preparedness Plan.

The AfDB, World Bank and Swedish Government are financing all the above interventions including the Spillway Refurbishment Works. The funding partners have established a Cooperation Mechanism to ensure the smooth operation and efficient monitoring of implementation. The partners also meet on regular basis at a technical level to discuss implementation progress and to identify and resolve emerging issues.

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Global objective

To ensure an efficient system in receiving of payments documentation, processing of payments, posting of transactions, filing of documents and reconciliation of contracts, bank and ledger accounts.

2.2 Specific objective(s)

The specific objectives are:

- (i) 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
- (ii) Assist the accountant in preparation of payment certificates
- (iii) Reconciliation of contract payments and balances due
- (iv) Assist in documentation compilation and adequacy before processing of payments
- (v) Maintain proper, adequate and easily accessible filing system for all project financial records.
- (vi) Timely posting all payment transactions in the accounting system
- (vii) Bank reconciliation for project bank account
- (viii) Attend all project meetings which results on disbursements.

- (ix) Assist in keeping records of all project contracts that are signed, track expenditure and expiry to advise the Project Implementation Unit.
- (x) Liaison with contractors and consultants on status of payments for their invoices and Interim Payment Certificates (IPC).

2.3 Language of the Specific Contract

English

3. QUALIFICATION AND EXPRIENCE REQUIRED

3.1 Academic /Professional Qualifications:

- 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.

3.2 Minimum Experience:

- At least three (3) years' experience in accounting with one (1) year in project accounting in infrastructure projects.
- Written and oral fluency in the English language is required.
- Experience in accounting for projects funded by development finance institutions such as The World Bank and The Africa Development Bank.
- A clean Class 4 driver's license
- Knowledge of Sun System or SAP is added advantage.

3.3 Key Competences

- Attention to detail
- Self-motivated and focused
- Good computer skills in Microsoft Packages MS Word, Excel, PowerPoint
- Honesty and high integrity
- Team player

4. LOCATION AND DURATION

The Assistant Projects Account will be located in Kariba/Siavonga.

The duration of the Contract is **20 months** and extendable on satisfactory performance and on availability of the work or services, upon the request of Zambezi River Authority and approval of the World Bank.

4.1 Starting Date: 2nd January , 2025

5. REPORTING

- The Assistant Projects Accounts will be reporting to the Accountant Projects.

6. REFERENCE DOCUMENTS FOR CONDITIONS OF SERVICE

- The Consultant's Individual Contract