



UNITATEA DE MANAGEMENT AL PROIECTULUI
"CONTROLUL INTEGRAT AL POLUĂRII CU NUTRIENȚI"

ADVERTISEMENT

The Ministry of Environment, Waters and Forests seeks recruitment of suitable staff to cover the **Economist** position with an employment contract for a limited period within the Project Management Unit (PMU) responsible with the implementation of the World Bank (WB) supported Integrated Nutrient Pollution Control Project.

The individual employment contract will be initially concluded for a limited period of time, until 31.05.2017. After entering into force of the law ratifying the additional financing of the project, the employment contract may be correspondingly extended until 31.03.2022.

The required qualifications are:

- Academic education in the field of economics;
- At least 3 years of practical experience in the field of accounting and relevant experience in the field of public finance;
- Certification as "Authorized accountant" would be an advantage;
- Certification as expert accountant would be an advantage;
- Sound knowledge of national legislation which is applicable in the financial, accounting, labor and budget fields;
- Relevant experience regarding the financial implementation of the contracts;
- Practical experience in management of fixed assets, petty cash procedures, accounting records;
- Relevant experience in preparing accounting reports such as monthly balance reports, accounting reports and balance sheets;
- Basic knowledge of WB procedures and financial requirements is a plus;
- Advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel (high level), Outlook, Power Point, MS Project, as well as an accounting software application;
- Team working and good communication skills;
- Knowledge of English is a plus.

Details regarding the recruitment, the terms of reference and the required qualifications are available at the below mentioned address or on the website of the Ministry of Environment, Waters and Forests: www.mmediu.ro;

Interested candidates are invited to submit a file containing the following documents:

- Application letter in both Romanian and English languages;
- Curriculum vitae both in Romanian and English languages;
- Copy of ID card;
- Copy of the employment book or certificate/certificates confirming length of work experience;

- A declaration that he/she has no penal record which would make he/she incompatible with the job for which the application is submitted;
- Medical certificate attesting a proper health, issued up to 6 months prior to the competition;
- Other relevant documents (certificates, recommendations, etc.).

The selection of the candidates will be carried out on the basis of the assessment of files and supporting documents and the suitable candidates will be contacted by phone/email for the interview.

The applications should be submitted to the "Integrated Nutrient Pollution Control" Project Management Unit - Ministry of Environment, Waters and Forests, 12 Libertății Blvd., 2nd floor, room 304D, District 5, Bucharest.

Closing date for application is **October 24th, 2016, at 14.00 h.**

Additional information can be obtained at the representative of the "Integrated Nutrient Pollution Control" Project Management Unit, Ms. Andreea Cazacioc, phone number 021.408.95.65, or at the address: Ministry of Environment, Waters and Forests, 12 Libertății Blvd., room 304D, District 5, Bucharest.

TERMS OF REFERENCE

PMU Economist

Tasks and responsibilities:

1. He/She is subordinated and will report to the PMU Financial Manager and consequently, to the PMU Director.
2. The PMU Economist has the following tasks and responsibilities:
 - Keeps full accounting records of the project activities and operations by project components and sub-components as well as by each financing source and prepare all financial and accounting reports, according to Romanian regulations;
 - Keeps all personnel evidence and prepare monthly payment payrolls;
 - Keeps evidence of the petty cash and all cash expenditures;
 - Keeps evidence of fuel and other materials' consumptions within the Project;
 - Keeps the Project assets evidence, being the project's assets administrator;
 - Implements the ALOP procedures and is responsible with the payments within the Project;
 - Keeps detailed financial evidence of all the contracts and is responsible for the financial analysis within the Project;
 - Implements all financial and accounting operations of the Project, in accordance with WB procedures and with the Romanian legislation in force;
 - Makes sure that all Project-related expenses are eligible to be financed out of the Project funds, in line with the relevant Project documents, and documented to WB on a timely basis;
 - Prepares and submits to the MoPF and to the Bank the withdrawal applications on monthly basis;
 - Operates the IT financial management system and accounting system used for project purposes and ensures project transactions are duly and timely reflected in the system;
 - In collaboration with the Financial Manager prepares and submits all regular financial and accounting reports according to the national legislation in force and all financial reports that the Government of Romania, the World Bank (ie Interim Financial Reports, Statement of Expenditures, Summary Sheets, etc), beneficiaries and other institutions may request, by recording expenses against the budget per Project sources of financing, activities, beneficiaries and components;
 - Together with the Financial Manager represents INPC PMU at the financial audits that national control bodies or WB auditors perform, submits project audits to WB as per the deadlines agreed on, and duly follows-up on any qualifications or recommendations issued by the auditors, if any;
 - Assist the Financial Manager in all related financial and accounting project activities;
 - Has the second signature right for all Project accounts, exclusive of Grant accounts.
3. Scope of relationships:
 - a) Hierarchical: Reports to the PMU Financial Manager and PMU Director;
 - b) Cooperation:

- With the other project Economist/Financial controller;
- With the other members of INPCS PMU in issues related to the implementation of the Project;
- With the WB Project Coordinator and with WB specialists, about financial management issues and about disbursement of funds;
- With the personnel of the Financial and Economic Directorate of the Ministry of Environment, Waters and Forests;
- With economists from other projects funded by the World Bank;
- With staff of the commercial bank where the Project has accounts;
- With staff of the Treasury where the Project has accounts;

c) Representation: according to the mandate entrusted by the PMU Director or by the PMU Financial Manager.

The qualifications requested:

- Academic education in the field of economics;
- At least 3 years of practical experience in the field of accounting and relevant experience in the field of public finance;
- Certification as “Authorized accountant” would be an advantage;
- Certification as Evaluator or expert accountant would be an advantage;
- Sound knowledge of national legislation which is applicable in the financial, accounting, labor and budget fields;
- Practical experience in management of fixed assets, petty cash procedures, accounting records;
- Relevant experience regarding the financial implementation of the contracts;
- Relevant experience in preparing accounting reports such as monthly balance reports, accounting reports and balance sheets;
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