

Terms of Reference Financial Advisor (Contract) **GIZ project Strengthening Inclusive Local Governance**

Note: this is a contractual position with an expected 35 days of work required over a 10-month period, beginning in January of 2024

Background

IOG is currently implementing the "Citizen Centricity and Participation" project, which aims to proactively implement actionable insights obtained from a previous assessment. The primary goal of this initiative is to enhance the quality of citizen-centric service delivery and increase citizen engagement at the local level, especially in public projects. The ultimate outcome aspires to cultivate governance that is more comprehensive, streamlined, and responsive.

Objective

We're searching for a capable Financial Advisor to support the "Citizen Centricity and Participation" project in Iraq. This assignment strives to improve citizen engagement and service delivery in specific administrative regions. The project's objectives are twofold:

- Enhance the current citizen complaint management system at the local level, making it more responsive and accessible.
- Facilitate citizen engagement in public projects, leading to informed decision-making and project planning at the local level.

Scope of work

The role of the Financial Advisor for the "Citizen Centricity and Participation" project in Iraq will involve providing support to the project team to ensure the successful implementation of the project. The scope of work includes:

- Ensure that financial policies, procedures, and systems are aligned with GIZ grant requirements and relevant financial guidelines.
- Collaborate with the CFO and Project Manager to prepare precise and timely financial reports for GIZ and to ensure adherence to financial guidelines and regulations.
- Conduct regular financial analyses, offering recommendations to optimize project budget utilization.
- Monitor budget execution, identify variances, and propose corrective actions when necessary.
- Offer guidance on logistics and procurement processes, covering vendor selection, contract negotiation, and monitoring supplier performance to ensure efficiency and compliance with GIZ grant requirements and related financial guidelines.

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- Conduct regular internal audits to identify and address potential financial risks and provide guidance to project staff on matters related to financial compliance.

Education:

Essential: A bachelor's degree in a relevant field such as political science, project management, business administration, or a related discipline from a recognized university.

The preferred candidate has a master's degree (e.g., MBA, MSc, or MA).

Industry Experience:

Minimum 20 years of experience in providing strategic advice and recommendations to senior management and elected officials (Deputy, Minister or equivalent), and of which 5 years at a senior role (Assistant Deputy Minister level or other) in a public sector environment.

Minimum 10 years of experience working on the implementation of large financial programs and/or policies and of which 5 years included experience in international environment.

Significant experience in a financial management role, including financial compliance practices and procedures in Canada and understanding of other financial requirements of development partners/ stakeholders.

Significant* experience in the management of human** and financial resources.**

Significant risk management experience: Proficiency in identifying, assessing, and mitigating risks associated with large-scale projects, including geopolitical and security risks.

Knowledge:

A general understanding of financial frameworks internationally including the Middle East region. Familiarity with Iraq is highly beneficial and preferred.

Knowledge of current and emerging issues and trends affecting Canada's international policies - political, economic and developmental.

Knowledge of Canadian financial management and procurement practices and financial management procedures in a non-for-profit environment.

Abilities and Skills:

Excellent program and project management skills, including the ability to oversee the financial monitoring and compliance frameworks of projects based on Canadian and third-party requirements, and regulations.

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Excellent interpersonal, collaboration, communication skills to work with diverse teams and cultural sensitivities.

Proven flexibility and adaptability with the capacity to adapt to changing circumstances, unexpected challenges, and evolving project requirements.

Language:

English is essential at both written and oral levels.

Position requirements:

Work is on call or as required.

Location: This is an Ottawa based position and requires virtual and some (but limited) in-office work.

Citizenship: Applicants must be Canadian citizens

*Significant means complex activities related to this task in a variety of situations.

**Please indicate the number of employees you supervised directly and the size of budget for which you were directly responsible.

We welcome potential candidates to send their CVs to **hr@iog.ca by January 12, 2024**. Please include a description of how your qualifications and experiences match the job criteria. Kindly note that only individuals selected for further evaluation will receive communication regarding the subsequent steps in the selection procedure.