



REQUEST FOR APPLICATIONS

JOB TITLE: **PROJECT COORDINATOR & MONITORING AND EVALUATION SPECIALIST**

PROJECT: **PROGRAM FOR BUILDING RESILIENCE IN PUBLIC FINANCIAL MANAGEMENT IN AFRICA (PBR-PFM):**

PROJECT ID NUMBER: **P-Z1-KF0-085 PROJECT**

DATE OF ISSUE: **3 DECEMBER 2024**

CLOSING DATE: **12 JANUARY 2025**

The Pan African Federation of Accountants (PAFA) has secured funding from the African Development Bank (AfDB) to support the **Project for Building Resilience in Public Financial Management in Africa (PBR-PFM)**. A portion of this grant will be allocated to engaging the services of a **Project Coordinator and Monitoring & Evaluation (M&E) Specialist**.

To ensure the successful implementation of the PBR-PFM Project, the PAFA Secretariat is seeking to recruit a highly skilled individual for this critical role. PAFA hereby invites qualified individuals to apply for the following role: **Project Coordinator and M&E Specialist**.

Objective of the Role and Scope of Work

The Project Coordinator & M&E Specialist will lead the Project Implementation Unit (PIU), located within the PAFA Secretariat, and report to the Director: Effective Professional Accountancy Organisations (PAOs). This role carries overall responsibility for monitoring, overseeing and guiding the implementation of the Project across all beneficiary countries. Key responsibilities include, but are not limited to:

- Planning, administering, and coordinating the activities of the Project Implementation Team (PIT).
- Ensuring the Project is implemented in accordance with the Financing Agreement with the AfDB and the Project Appraisal Report.
- Maintaining full compliance with AfDB and PAFA policies, procedures, and guidelines throughout the Project lifecycle.

The role ensures effective project execution through stakeholder coordination, resource management, and progress tracking. In the M&E function, the Specialist will provide guidance on monitoring tools, supports data collection, and ensures comprehensive reporting on project activities, outcomes, and impacts in line with AfDB requirements.

Please review the [TOR Project Coordinator and M&E Specialist](#) for a detailed description of the scope of work.

The services will be rendered at the PAFA Office in Midrand, Gauteng, South Africa.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the AfDB's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

PAFA now invites qualified individuals to apply for this role. Applications, including a CV and cover letter, must be submitted electronically through the following [Application Link](#).

Applications must be submitted by midnight GMT+2 on 12 January 2025. Only short-listed candidates will be contacted.

Any other enquires to this expression of interest should be sent by e-mail to development@pafa.org.za.

Pan African Federation of Accountants
SAIPA House, Howick Close Waterfall Park, Bekker Road, Midrand, 1685, South Africa
Private Bag X32 Northlands; Johannesburg, South Africa
Tel: +27 10 822 7542 | Fax: +27 11 621 6850 | Fax2Email: +27 86 207 1471
Website: www.pafa.org.za
Registration Number: 094-631-NPO



REQUEST FOR APPLICATIONS

JOB TITLE: **PROCUREMENT SPECIALIST**
PROJECT: **PROGRAM FOR BUILDING RESILIENCE IN PUBLIC FINANCIAL MANAGEMENT IN AFRICA (PBR-PFM):**
PROJECT ID NUMBER: **P-Z1-KF0-085 PROJECT**
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To ensure the successful implementation of the PBR-PFM Project, the PAFA Secretariat is seeking to recruit a highly skilled individual for this critical role. PAFA hereby invites qualified individuals to apply for the following role: **Procurement Specialist**.

Objective of the Role and Scope of Work

The Procurement Specialist will be responsible for: Acquiring consultancy services, non-consultancy services, goods, and works in line with project funding requirements and adhering to the Finance Agreement; Overseeing and applying operational procurement policies and procedures, ensuring that all processes are consistent, efficient, fair, and transparent. Key responsibilities include, but are not limited to:

- Designing and implementing a Procurement Tracking System.
- Preparing bidding documents, terms of reference, advertisements, requests for proposals (RFP), and technical specifications.
- Obtaining no-objection approvals from AfDB, tracking their status.

The role ensures that procurement activities are conducted with a focus on fitness for purpose and value for money and comply with AfDB requirements.

Please review the [TOR Procurement Specialist](#) for a detailed description of the scope of work.

The services will be rendered at the PAFA Office in Midrand, Gauteng, South Africa.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the AfDB's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

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REQUEST FOR APPLICATIONS

JOB TITLE: **PROJECT ACCOUNTANT**
PROJECT: **PROGRAM FOR BUILDING RESILIENCE IN PUBLIC FINANCIAL MANAGEMENT IN AFRICA (PBR-PFM):**
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To ensure the successful implementation of the PBR-PFM Project, the PAFA Secretariat is seeking to recruit a highly skilled individual for this critical role. PAFA hereby invites qualified individuals to apply for the following role: **Project Accountant**.

Objective of the Role and Scope of Work

The Procurement Accountant will be responsible for overseeing and managing all financial aspects of the Project. Key responsibilities include, but are not limited to:

- Developing detailed project budgets in alignment with Project objectives and financial guidelines.
- Preparing and submitting disbursement applications in compliance with AfDB disbursement procedures and standards.
- Preparing complete and compliant financial statements for the Project in accordance with AfDB standards and reporting requirements.

This role ensures accurate financial planning, budgeting, monitoring, and reporting in line with AfDB requirements and organisational policies, supporting the effective financial management and compliance of all Project activities.

Please review the [TOR Project Accountant](#) for a detailed description of the scope of work.

The services will be rendered at the PAFA Office in Midrand, Gauteng, South Africa.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the AfDB's Procurement Framework, dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

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