

**EAST AFRICAN COMMUNITY  
SECRETARIAT**



**TERMS OF REFERENCE  
(INDIVIDUAL CONSULTANT)  
FOR  
ACCOUNTANT**

**REF: TZ-EAC-383924-CS-INDV**

**EAST AFRICAN REGIONAL DIGITAL INTEGRATION  
PROJECT (EARDIP)**

**1.0. BACKGROUND**

The East African Community (EAC), with the support of the World Bank, is preparing to implement the Eastern Africa Regional Digital Integration Project (EA-RDIP) (2023 – 2028), which aims to advance digital market integration in the Eastern Africa region by increasing affordable access to regional broadband connectivity and strengthening the enabling environment for cross-border digital services. Phase I of the EA-RDIP Series of Projects covers two Regional Economic Communities: EAC and IGAD, and also includes country projects in Somalia and South Sudan.

The project is designed around four components, which reflect the distinct but interconnected layers of an integrated regional digital market. Components 1, 2 and 3 will support Connectivity Market Development and Integration; Data Market Development and Integration; and Online Market Development and Integration, respectively, whereas component 4 will support Project Management and Implementation Support.

Specifically, in the EAC, the EA-RDIP will support:

**Component 1. Connectivity Market Development and Integration** will provide support to the harmonization of broadband connectivity market, including support aimed at removing barriers to regional telecoms infrastructure and services to encourage investment, improve performance, eliminate pricing and quality differentials, as well as expand access to connectivity.

**Component 2. Data Market Development and Integration** will provide support towards harmonization of cybersecurity frameworks across the EAC Partner States to enhance the security of the cross-border data flows in order to safeguard personal data, promoting trust in cross-border data transactions.

**Component 3. Online Market Development and Integration** will provide support to the establishment of regionwide rules on online markets by promoting the harmonization of laws and regulations in a series of policy areas that are essential for the integration of digital markets. Policy areas covered under this component will focus on enabling remote transactions, including-signature and cross-border payments, and set out rules for the functioning of online markets and services, including the responsibility of online intermediaries.

**Component 4. Project Management and Implementation Support** will provide technical assistance and capacity support for project implementation, including financing for the setup of a project implementation unit (PIU).

## **2.0. OBJECTIVE**

The EAC Secretariat will house the Project Implementation Unit (PIU) for EA-RDIP and is looking to procure the services of an individual consultant in the capacity of an Assistant Accountant who will work within the PIU set-up and in line with the EAC Financial Rules and Regulations.

## **3.0. SCOPE OF WORK**

The Accountant will prepare and maintain proper records of the books of accounts of the project. The consultant will also prepare withdrawal applications to the World Bank in relation to the project in a timely manner. The consultant will also be responsible for updating the ledger accounts, conduct bank reconciliations and generate periodic projects functional reports.

Specifically, the Accountant will be expected to carry out the following tasks:

- a) Prepare the project's annual budget in a timely manner and ensure the budget is monitored and significant variances explained in the financial reports;
- b) Prepare monthly accounts of the project in compliance to EAC reporting guidelines;
- c) Prepare quarterly Interim Financial Reports for the project and ensure that they are approved by management and submitted to the World Bank within agreed timeframes;

- d) Prepare annual project accounts for the project using International Public Sector Accounting Standards (IPSAS) and ensure they are submitted for external audit within three months of the end of the financial year;
- e) Verify all banking receipts to confirm that cash has been banked on the Project's bank account;
- f) Keeping the accounting records of the project to ensure their safe custody in accordance with EAC record keeping requirements;
- g) Implementing accounting internal control systems and procedures, using internationally accepted control frameworks;
- h) Review the bank statements to confirm any direct payments, direct transfers or charges levied against EAC accounts;
- i) Review the receipt and voucher files from the cashier to confirm correctness of entries;
- j) Verify and ensure that all the paid cheque vouchers, duly signed, coded with correct accounts and properly filed;
- k) Maintain records such as fixed asset register and advance monitoring register for the project;
- l) Carry out timely bank reconciliations and manage petty cash in accordance with EAC Financial Rules and Regulations;
- m) Provide advice with respect to the selection of external auditors, provide all required information to both internal and external auditors and respond to all audit queries in a timely manner;
- n) Ensure adequate communication with the Borrower and the project implementing agencies with respect to audits and other financial reports, and advise as appropriate;
- o) Provide logistical support to meetings held outside workstation, which includes;
  - Receiving and verifying budget approvals from the conference officer.
  - Verifying whether all Invoices from the service providers have been duly approved by the approving authorities.
  - Verifying whether all invited delegates have turned up for the meeting and for those who do not turn up ensure that the tickets sent to them are retrieved by the travel agent.
  - Initiating payments of allowances to delegates and other service providers.
  - Reconciling the list of participants with that of the invited delegates; and
- p) Perform any other duties as may be assigned by the Senior Projects Accountant, Director Finance and Project Coordinator.

#### **4.0. QUALIFICATION AND EXPERIENCE**

- a) Advanced Diploma and/or Undergraduate Bachelor's Degree majoring in Accounting or similar;
- b) Professional Accounting Qualification from a recognized accounting professional organization and member of the International Federation of Accountants is the principal qualification, with at least Level CPA II, ACCA part I or any relevant accounting certification;
- c) 5 years of documented experience in accounting with good understanding and use of computerized accounting information systems (SUN Systems and similar ERPs) and project accounting;
- d) Should have knowledge of International Public Sector Accounting Standards;
- e) Should be fluent in spoken and written English;
- f) Must be proficient in the use of computers for word processing, spreadsheets and any other applications used in the accounting function;
- g) A motivated, self-starter and able to work with little supervision;

- h) Strong planning, organization and time management skills to function in a team and contribute towards a common goal. Attention to detail and ability to multi-task; and
- i) Must be a person of proven honesty and integrity with no criminal record, result oriented and proactive.

#### **5.0. REPORTING REQUIREMENTS**

The Accountant shall report to the Project Manager. He/she will be expected to technically work in close coordination with the EAC Senior Project Accountant and EAC Director of Finance.

#### **6.0. REPORTING REQUIREMENTS**

The Project Manager shall report to the Project Coordinator.

#### **7.0. DURATION OF THE ENGAGEMENT**

The Project Accountant will be engaged for a period of two (2) years subject to renewal on an annual basis based on satisfactory performance certified by the Project Coordinator.

#### **8.0. TERMS AND CONDITIONS OF SERVICE**

These are project positions supported by Donor Funds and are non-established in the Secretariat for which contract terms are limited to the period of the project. The successful candidates will be recruited for an initial period of two (2) years and the contract may be renewed for another two (2) years, subject to project budgeting and a satisfactory performance evaluation.

### **9. REMUNERATION**

All posts offer attractive consolidated monthly consultancy fee.

### **10 EDUCATION QUALIFICATIONS**

All candidates applying must have qualifications that are recognized by the relevant national accreditation body. This condition is applicable for locally and internationally attained qualifications.

All professions that require registration with the specific professional bodies will be expected to do so in compliance with the requirements.

### **11. RELEVANT WORKING EXPERIENCE**

Internship, training and apprenticeship will not be considered as relevant work experience.

### **11 EQUAL OPPORTUNITY**

The EAC is an equal opportunity employer; therefore, female candidates are particularly encouraged to apply. EAC will only respond to those candidates who strictly meet the set requirements.

## **12 HOW TO APPLY**

Interested candidates who meet the qualification and experience requirements for the above-mentioned positions are advised to send their applications, detailed curriculum vitae, photocopies of academic certificates, names and contact details of three referees, and copy of National Identity Card, or Birth Certificate or Passport showing date of birth. Please quote the respective reference number on both the application letter and envelope. For electronic submission, please quote the respective reference number on the subject of the email and send to the address given below.

Applications should be submitted to the address below not later than **Tuesday 21<sup>st</sup> November 2023**.

### **Please note:**

1. You may submit your application either electronically or in hard copy but not both.
2. Applications which do not: indicate nationality; the reference number; or have an application letter attached; have certified copies of their academic degrees and other professional Certificates; or fail to provide three referees will be disqualified.
3. Only qualified candidates will be contacted

Please note that EAC does not require candidates to pay money for the recruitment process.

The Secretary General

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