



ADB Technical Assistance Project (TA Number: 4890-IND)

India: Mainstreaming Public-Private Partnerships at State Level (Co financed by the Japan Special Fund)

Recruitment of Administrative Assistant (Financial)

The Government of India as part of its efforts for mainstreaming public private partnerships (PPP) in the country is being supported by ADB technical assistance (TA) projects to strengthen PPP cells at both state and central line ministry levels. Under this initiative, the Government wishes to engage an administrative assistant (AA) to assist in the rollout of the technical assistance projects. The key parameters for the engagement are below.

Location: The AA will be based within the PPP Cell of the Department of Economic Affairs (DEA), Ministry of Finance, Delhi.

Scope of Work: The expected work scope of the AA will be in discussions with the head of the PPP Cell and is expected to include the following activities:

- To prepare and maintain accurate accounting and financial processes and records for all financial transactions under the ADB PPP TA's (at both the state and central line ministries) in close conjunction with ADB staff and ADB standard procedures;
- To be the focal point at PPP's DEA Cell for dealing with all queries related to financial claims (salary and other expenses) from TA consultants;
- To set out and manage the process of claims submission by TA consultants to the PPP Cell at DEA including standardizing the process for remuneration and other expense claims, following up on verification of claims including accuracy, validity and propriety of supporting documentation, following up queries with relevant PPP Nodal officers and consultants;
- Preparation and submission of monthly claims' forms to ADB, undertaking due follow up processes including coordinating with ADB headquarters and Controller's division for settlement of claims;
- To prepare periodic financial statements for use of TA budget including source and application of funds statement, and other statements as required by standard ADB guidelines, for submission to ADB;
- To manage procedures for approvals of expenses before they are incurred in conjunction with DEA's PPP Cell;
- To manage other administrative functions as decided with DEA's PPP Cell such as managing logistics for workshops, seminars, meetings, missions from ADB, preparation of reports, etc.
- To manage any other function incidental to the above

The Requirements:

- Bachelor's degree preferably in accounting or commerce;
- Additional qualifications in financial accounting, computer and management from recognized institute preferred;
- Sound knowledge in commercial and administration matters;
- Good computer skills with sound knowledge of commonly used application software such as MS Word and Excel preferably with formal computer education;
- Minimum of five years work experience in financial accounting and general office administration;
- Excellent written and oral communication skills in English;
- Excellent computer and analytical skills; and
- Strong interpersonal skills

Interested individuals are requested to reply by 21 February 2008, 5 p.m., with their updated CVs and photograph to the following address:

The Country Director

Asian Development Bank

India Resident Mission (Re: TA No. 4890-IND)

4 San Martin Marg, Chanakyapuri, New Delhi 110 021, Tel: 2410 7200

And a soft copy each to : emolina@adb.org and nsaini@adb.org