



**The Regional Organization for the Conservation of the Environment of the Red Sea and  
Gulf of Aden (PERSGA)  
Terms of Reference (ToR)  
Project Management Assistant  
Under the Project  
Sustainable Fishery Development in the Red Sea and Gulf of Aden (SFISH)**

<b>Program/Project Number:</b>	<b>P178143</b>
<b>Activity Code:</b>	<b>PERSGA-2404-CS-INDV</b>
<b>Duration</b>	Time-based one year contract, renewable up to four years depending on the candidate's performance
<b>Expected Start Date of the Job Assignment</b>	April 2023 to March 2024

## **1. Background**

The Regional Organization for Conservation of the Marine Environment of the Red Sea and Gulf of Aden (PERSGA) is an intergovernmental organization established since 1995. PERSGA institutional framework is based on the Regional Convention for the Conservation of the Red Sea and Gulf of Aden Environment (Jeddah Convention 1982), which joins seven member states, including Djibouti, Egypt, Jordan, Saudi Arabia, Somalia, Sudan, and Yemen. Rational use of marine resources and the protection of coastal marine environment from pollution and overexploitation are central objectives of Jeddah Convention (1982) and its derived Regional Protocols and Action Plan. PERSGA runs regional programs and projects that support regional capacities and coordination to achieve these objectives.

The announced vacancy (Project Management Assistant - PMA) is needed for implementation of the regional project "Sustainable Fisheries Development in the Red Sea and Gulf of Aden", referred to hereafter as the Project or SFISH, which is supported by the World Bank and executed by PERSGA in the region. The project development objectives is to strengthen capacities and regional collaboration in management of marine fisheries and aquaculture in the Red Sea and Gulf of Aden region. The SFISH project subcomponent objectives focus specifically on: i) developing PERSGA regional data center and integrated information system for monitoring and assessment, and sharing knowledge to support science-based policy and management of sustainable fisheries and aquaculture in PERSGA region; ii) strengthening PERSGA platforms for capacity development and regional coordination mechanisms for sustainable fisheries and aquaculture; iii) enhancing citizens, private sector and development partners engagements in sustainable fishery through effective communication and awareness strategies.

The PMA will work at PERSGA HQ in Jeddah, Saudi Arabia as main duty station under Time-based contract for one year, which is renewable up to four years depending on the candidate's performance. She/ He will work under direct supervision of the Finance and Administration Manager and the Project Manager to assist with the SFISH Project management operational activities, as specified in section 2 below.

## **2. Tasks and Responsibilities**

Under the overall supervision of the Secretary General of PERSGA, and the direct Project Manager (PM), the PMA will work under the direct supervision of the Financial and Administrative Manager (FAM) and the Project Coordinator (PC), within the Procurement and Finance section, and in close collaboration with other members of the project team to assist timely and effective implementation of the project activities, and provides the requested support to the procurement, financial and administration functions of the project. She/He will perform the work obligation in accordance with the Rules and Regulations of PERSGA and/or the funding source. The PMA will have the following duties:

### **2.1 Procurement Duties (required time approx. 60%)**

#### **Assist with the following**

- Processing procurement of the project, office supplies, equipment, and services;
- Reviewing requisition requests for clarity of specifications and ensure availability of funds;
- Processing and managing all projects' procurement activities according to the World Bank procurement regulations;
- Drafting bidding documents (i.e. request for quotations, request for proposals, letters of invitation for bidding, technical and financial proposals, contract conditions, contracts);
- Preparation of consultants' terms of reference and administration of their contracts, including processing contract amendments;
- Organizing the necessary announcements of tenders, and preparing the invitations and Expression of Interests (EOI);
- Preparing purchase orders and compiling the supporting documents;
- Conducting and ensuring proper analysis and evaluation of bidding documents, quotations and proposals received;
- Liaise with Project Coordinators on required specifications and necessary Terms of Reference;
- Maintaining complete procurement documentation for each contract, both in hard copy and in soft copy uploaded to the procurement system (STEP) and ensure all the required procurement documents/information are entered to the system on time, including bidding documents, advertisements, bids received, bid evaluations, letters of acceptance, contract agreements, securities, related correspondence, etc., in an orderly manner, readily available for audit;
- Devise and maintaining a filing system and record keeping for Procurement (POs & contracts). Keeping the records regularly updated and ensure due contract payments are cleared on time.
- Preparation and updating of procurement plan;
- Maintaining and tracking procurement requests and follow up its status.
- Preparing correspondence required for requesting, through the Project Manager, the World Bank approval/"no-objection" of the proposed procurement steps/decisions, through STEP or email, as required;
- Updating the Project Procurement Strategy for Development (PPSD) as needed;
- Compiling & monitor a database (roster) for the project suppliers & consultants and ensure that the roster is up-to-date at all time;
- Preparing procurement reports when needed showing the status of ongoing procurement, including a comparison of planned and actual dates of the procurement actions, including

preparation of bidding documents, advertising, bidding, evaluation, contract award and completion time for each contract;

- Procurement committee meetings and recording minutes;
- Updating and keeping inventory of project assets and equipment; and verifying goods and equipment received are in good condition as specified in POs.
- Arrangements with the external procurement auditors and the project supervision missions in concluding the procurement audit and review.

## **2.2 Finance and Accounting Duties (Required time approx. 30%):**

*Assist with the following:*

- Processing payments for consultants, vendors, staff travel claims and other claimants;
- Maintaining cash books, including control of disbursements and balancing of books and ledgers;
- Preparing financial data for budget estimates and financial planning;
- Control of petty cash statement, replenishments of funds and adjustment & reconciliation.
- Draft budgets and budget revisions as required and preparing cash flow statements.
- Maintaining and monitor financial working files and records;
- Verifying the existence of the appropriate supporting documents;
- Timely submission of year-end inventory of non-expandable property.
- Reconciliation of accounts between ledger books and bank accounts
- Ensure that data entered into the FMIS is cross verified with other data;
- Verifying and certifying travel claims authorized, and are correctly completed and all items claimed attachments are valid audit documents; ensure that computations are done correctly;
- Preparing donor's financial reports on regular intervals: interim, quarterly, terminal and closing reports as required by the project document;
- Arrangements with the project external financial auditors to ensure fair and true audit reports are in place;

## **2.3 Administrative Duties (Required time approx. 10%):**

*Assist with the following:*

- Providing travel assistance for staff and PERSGA's visitor: visas, hotel reservation, airline tickets, etc.;
- Setting practices for the project's internal information/communication flow and correspondences;
- Organizing the projects' events (meetings, training, workshops, etc) at both the regional and national level by the PR technical staff.
- Participate in project management team meetings when requested;
- Updating the project web site and the operational manual.
- Monitoring compliance with all operational systems and procedures (finance, procurement and administration).
- Performing any other duty as requested by the PM and/or the FAM;

## **3. Duty station and duration**

The PMA will work at PERSGA HQ in Jeddah, Saudi Arabia as main duty station under Time-based contract for one year, which is renewable up to four years depending on the candidate's performance.

#### **4. Qualification, Skills and Experience**

- A university degree in Business Administration, Accounting, Economics or any other related discipline from a reputable university,
- Proven experience as in Procurement and Financial Management, preferable at least two years of experience in and exposure to international procurement and bids and fiduciary procedures.
- Excellent knowledge of the English and Arabic languages (spoken and written) and ability to prepare documents and reports in both languages.
- Strong command of computer skills and ability to use accounting software.
- Experience of having worked on World Bank financed procurement will be given a preference.
- The candidate should be a national of one of the following countries (PERSGA member countries): Djibouti, Egypt, Jordan, Saudi Arabia, Somalia, Sudan, or Yemen.

#### **5. Application procedure and closing date**

- Interested applicant should submit Expression of Interest (EoI) letter and CV to the following email address: [procurement@persga.org](mailto:procurement@persga.org)  
Applications should be received no later than **17<sup>th</sup> March 2023 (23:59 Riyadh Time Zone)**
- EoI letter should indicate the vacancy title and Activity Code mentioned above.