



## **PUBLIC ACCOUNTANTS AND AUDITORS BOARD**

### **JOB OPPORTUNITY: PROGRAMME CO-ORDINATOR**

#### **Enhancing public sector transparency and accountability in Zimbabwe – Programme co-ordination at the Public Accountants and Auditors Board**

The Public Accountants and Auditors Board (PAAB) of Zimbabwe leads a programme under the International Federation of Accountants' Accountancy Capacity Building Program. The programme, which started in May 2016, is funded by United Kingdom's Department for International Development.

The programme has more than one area of focus, but each is part of the wider Public Financial Management (PFM) reform programme to boost transparency and accountability in Zimbabwe. The areas include:

1. Transitioning to accrual accounting across the public sector based on International Public Sector Accounting Standards (IPSAS). This work will deliver best practice public sector financial reporting across the whole government sector.
2. Strengthening the capacity of public sector accountancy professionals in Zimbabwe. This work will deliver professional accountancy qualifications for the public sector.

To date, the programme has:

Established a Project Stakeholder Advisory Group (PSAG).

Conducted extensive stakeholder consultation on the adoption of accrual-basis IPSAS, which resulted in the announcement by the PAAB that the Government of Zimbabwe will begin its migration to accrual accounting from 1 January 2018.

Developed a roadmap to public sector accountancy qualification(s) for Zimbabwe; developed a public sector accountancy qualification competency framework; identified two pilot institutions (the Institute of Chartered Accountants of Zimbabwe (ICAZ) and the Institute of Chartered Secretaries and Administrators of Zimbabwe (ICSAZ)); and carried out a gap analysis of their existing accountancy qualifications against the framework.

The programme is now starting work on:

1. Developing an IPSAS Implementation Strategy and Plan to support the transition to accrual accounting
2. Implementing an accelerated international qualification route for senior government officials, developing professional qualifications in collaboration with ICAZ and ICSAZ, and enhancing the skills of civil servants currently employed in finance positions
3. Embedding an understanding of how policy decisions in the public sector have an impact on the public finances, including enhancing the financial skills of decision makers and non-financial users of financial reports
4. Collaborating with other development partners to ensure maximum co-ordination of work to enhance public sector transparency and accountability.

### **Responsibilities**

Reporting to the PAAB Secretary, the successful candidate will manage the delivery of a number of projects within the PAAB. This is a great opportunity to be involved in a broad range of work and gain exposure to a variety of senior stakeholders, supported and mentored by the PAAB Secretary. The position will be based at the PAAB offices in Harare, and involve some travel to other Zimbabwe locations.

More specifically, the successful candidate will take responsibility for:

- Developing a business case for each project, including clearly defined objectives, benefits, risks, timescales, costs and likely return
- Developing, maintaining and managing project plans to defined time, cost and quality tolerances
- Identifying resource requirements and engaging teams as appropriate to fulfil project deliverables
- Identifying key stakeholders and maintaining appropriate engagement and communication
- Tracking activity against the project plan and delivering reporting requirements of the programme
- Actively managing risks and issues, including identifying risks before they become issues.

#### **What you will bring to the role**

- The successful candidate will be flexible and pragmatic and at ease working in a small organisation with a broad range of projects
- Strong written and spoken English language skills, including the ability to structure communications clearly, confidently and logically
- Ability to balance the need to understand and respect established working practices with the need to identify and champion progressive changes
- Strong team ethic and interpersonal skills, with the ability to work effectively and collaboratively with individuals at all levels
- Positive attitude; integrity and professionalism; ability to remain composed under pressure
- Ability to plan, organise and prioritise work/time effectively.

#### **Qualifications and experience**

##### **Essential skills**

- An accounting or business qualification preferably with knowledge of the Zimbabwe public sector and International Public Sector Accounting Standards;
- Project management qualification such as Prince 2 qualification, or experience of working on complex projects;
- Is self-starting and has the organisational and administrative skills to co-ordinate project events and activities.

##### **Preferred**

- Strong Visio, PowerPoint and Excel skills;
- At least five (5) years of relevant professional experience in PFM related areas with three (3) years in management level;
- Experience with providing technical advice to and able to win confidence / trust of senior government officials, development partners, and stakeholders in PFM related institutions;
- Experience as civil servant in a Ministry of Finance, or other PFM related institutions such as Treasury, Revenue Authority, Supreme Audit Institution would be an advantage; and

In addition, knowledge of change management and e-solutions including e-learning, and office and project management IT solutions, is desirable

#### **The Successful candidate will be required to sign a performance contract**

In addition to unprecedented experience, regional and international exposure, PAAB offers a highly competitive salary and opportunities for growth. Female candidates are encouraged to apply.

Application letters together with detailed CVs should be sent, not later than Friday 16 February 2018: to: [secretary@paab.org.zw](mailto:secretary@paab.org.zw) or submitted to:

**The Secretary  
Public Accountants and Auditors Board  
72 Harare Drive, Northwood Mt. Pleasant  
Harare**

**All applications sent via email should clearly state the vacancy applied for in the subject field. Only shortlisted candidates will be contacted for interview in the week beginning 26 February 2018.**