



Project Management Unit of the “Integrated Nutrient Pollution Control Project”

TERMS OF REFERENCE

Economist (E/1 position)

1. General Description:

- a) The Economist is responsible for financial management in accordance with the Romanian legislation in force and World Bank regulations.
- b) The Economist is subordinated and reports to the Financial Manager.

2. Tasks and responsibilities:

The Economist has the following tasks and responsibilities:

- assists the Financial Manager in the preparation and implementation of budget plans;
- assists the Financial Manager in implementing the financial management system, in accordance with the procedures of the World Bank;
- assists the Financial Manager in preparing all financial reports and other reports that the World Bank and the Government of Romania may request;
- ensures the performance of own preventive financial controls within the Project Management Unit (PMU), for all financial activities, as per the decision of the PMU Director and with respect to segregation of duties;
- obtains the delegated financial control visas from the person who is assigned by the Ministry of Public Finance for all financial documents that are prepared under the Project;
- ensures an efficient financial flow within the Project and keeps a permanent connection with beneficiaries and project implementation institutions;
- takes part in the preparation of the Project Implementation Plans, as a part of the general budget thereof;

- performs other relevant financial related duties as required by the Financial Manager and/or PMU Director, provided that they do not contradict the conditions of the Loan Agreement and/or the Project Operational Manual.

3. Working relations areas:

- a. Hierarchical: Reports to the Financial Manager;
- b. Functional relationships: cooperates with all other PMU members;
- c. Cooperation relationships:
 - with the World Bank Project Coordinator, as well as with the World Bank specialists, in matters regarding financial management problems and withdrawals;
 - with the staff of the Economic Directorate of the Ministry of Waters and Forests, in accounting and reporting matters, subject to the prior notification of the FM;
 - with the accountants of other projects that are funded by the World Bank;
 - with the staff of the commercial bank where the Project has its accounts;
 - with the staff of the Treasury where the Project has its accounts;
- d. Representation relationships: according to the mandate which is entrusted by the PMU Director or the Financial Manager.

4. Minimum qualifications requested:

- university degree in economics;
- at least 3 years of experience in the field of public finance;
- practical experience in project implementation is a plus;
- sound knowledge of national legislation which is applicable in the financial, accounting and budget fields;
- practical experience in the budgeting process, procurement and contracting procedures;

- practical experience in internal and external preventive financial control procedures;
- basic knowledge of the World Bank procedures and financial requirements; experience in working with the World Bank is a plus.
- relevant experience in producing financial reports to a large number of institutions;
- advanced PC skills and sound knowledge of the MS Office package: MS Word, Excel, Access, Outlook, Power Point;
- ability to work in a team;
- good capacity to communicate with people from different backgrounds and positions, as well as with local and national authorities;
- must write/speak/read good English.