



REPUBLIC OF GHANA



SPECIFIC PROCUREMENT NOTICE REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL CONSULTANT SELECTION - ICS)

COUNTRY	:	Ghana
NAME OF PROJECT	:	Institutional Support Program: Enhancing Regional Financial Integration (ERFIP) in West Africa
SECTOR	:	Financial
PROJECT ID. NO.	:	P-Z1-KF0-066
LOAN/GRANT NO.	:	2100155042417
CONTRACT NAMES	:	Recruitment of an Office Manager-ICS
IFT No.	:	MOF/AfDB/ERFIP/SER/ICS/2024/03

1. The Ministry of Finance (MoF) of the Republic of Ghana has received financing from the African Development Fund towards the cost of the Institutional Support Program for Enhancing Regional Financial Integration (ERFIP) in West Africa and intends to apply part of the agreed amount for this grant to payments under the contract for **consultancy services for the recruitment of an Office Manager (OM)**.

2. The Services included under these services are:

The Office Manager shall organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency, and safety. The Office Manager will also be responsible for developing intra-office communication protocols, record keeping, reporting, streamlining administrative procedures, inventory control, organising meetings and stakeholder engagements, and office staff supervision.

3. The ISP-ERFIP now invites eligible candidates to indicate their interest in providing these services. Interested individual consultants must provide information indicating that they are qualified to perform the required services (description of similar assignments, experience in similar conditions, availability, etc.).

4. Eligibility criteria, the establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's **"Rules and Procedures for the Use of Consultants"** October 2015, which is available on the Bank's website at www.afdb.org.

5. Interested individual consultants may obtain further information at the address below during office hours from **08:30 GMT to 16:00 GMT, Tuesday to Friday, excluding public holidays from Tuesday, September 24th, 2024 to Monday, October 7th, 2024**.

6. Expressions of interest in English (One Original and Two (2) copies) must be delivered to the address below (in person or by e-mail) on **Monday, October 7th, 2024** and clearly marked **"Office Manager. - ISP/ERFIP"**.

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