



TERMS OF REFERENCE

INSTITUTIONAL SUPPORT PROGRAM: ENHANCING REGIONAL FINANCIAL INTEGRATION (ERFIP) IN WEST AFRICA

RECRUITMENT OF AN OFFICE MANAGER TO COORDINATE THE ACTIVITIES OF AN INTERNATIONAL FINANCIAL SERVICE CENTRE (IFSC) SECRETARIAT

JUNE 2024



**SUSTAINABLE
DEVELOPMENT GOALS**

Transforming Ghana Beyond Aid



1. INTRODUCTION

The Government of Ghana has received a grant facility from the African Development Bank (AfDB) under an Institutional Support Program- Enhancing Regional Financial Integration (ISP: ERFI) aimed at enhancing regional financial integration and increase access to financial services in West Africa.

This will lead to the establishment of a Regional Financial Hub, which will be in Ghana, to provide a variety of financial services to ECOWAS member states. It will act as a functional regional marketplace for financial cross-border services in West Africa for investors, investment managers and financial intermediaries such as commercial banks, brokers, commodity and stock exchanges, asset management firms, insurance firms, fintech, professional services inter alia.

The Project has four main components. They are:

- Create an environment conducive to establishing an RFH in West Africa
- Establish a Regional Financial Center Authority (RFCA)
- Build the capacity of the RFH's secretariat.
- Project Implementation

To coordinate the activities of the IFSC Secretariat, the Ministry of Finance is working to recruit an Office Manager to support the implementation of the ISP: ERFI. The Office Manager will work closely with the Project Implementation Unit which shall be under the Financial Sector Division of the Ministry of Finance (MoF-FSD) and supervised by the IFSC-WG.

To achieve this, the Government of Ghana intends to apply part of the grant facility to engage the services of an Office Manager to support the implementation of the ISP:ERFI.

2. OUTCOMES AND IMPACTS

The project will contribute to regional economic integration by strengthening institutions and building capacity in Ghana's and ECOWAS's financial sector, in order to facilitate regional financial integration. The project will also strengthen and capacitate the regional financial institutions, which play a central role in financial intermediation and flow of goods and services.

3. MAIN PURPOSE

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.

4. SPECIFIC TASKS OF THE OFFICE MANAGER

The Office Manager shall report to the Project Coordinator of the PIU under the Financial Sector Division of the Ministry of Finance. The office manager will perform the following tasks:

- a. Support the IFSC WG, IFSC Secretariat, MoF and PIU in developing the proposition of the IFSC as a Leading Fintech Hub; banking; asset and wealth management in Africa.
- b. Support the IFSC WG, IFSC Secretariat/PIU, and MoF towards the development of the Legal and Regulatory Framework and Business Plan for the IFSC.

- c. Develop and implement office policies by setting up procedures and standards to guide the operation of the office including staff welfare.
- d. Manage office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- e. Organize meetings and stakeholder engagements i.e. conference (including logistics)
- f. Record, transcribe, and distribute notes/minutes of meetings in plenty of time before the next scheduled meeting of all project committees.
- g. Receive and sort incoming mail and deliveries, manage outgoing mail, and prepare letters and assist with the preparation of presentations and reports.
- h. Maintain and continuously improve the PIU/Secretariat administrative systems including database of key stakeholders.
- i. Perform any other duties and responsibilities appropriate to the post as assigned by the Project Coordinator, Project Director and the IFSC WG.

5. EXPECTED DELIVERABLES

- a. Inception Report: on assumption of duty the Office Manager shall produce an Inception Report for review by the Project Director at the Financial Sector Division of the Ministry of Finance. The Inception Report shall outline in detail the proposed approach to execute the key functions, the priorities for the duration of the assignment and expected deliverables.
- b. Monthly and Quarterly reports on the performance of the IFSC Secretariat; and
- c. Report on meetings and stakeholder engagements.
- d. End of tenure /handing over report.

6. QUALIFICATIONS/ COMPETENCIES

- The Office Manager must have a Master's degree or equivalent in business, finance, economics, international development, public administration and other relevant field.
- Minimum of 5 years work experience relevant to the role (demonstrable experience in Project Management, policy development and public advocacy will be an added advantage).
- Knowledge of financial sector ecosystem in Ghana or the West African Region will be an added advantage.
- Experience in coordinating multi-stakeholder consultations, feedback and timely delivery of reports.
- Excellent report writing and/or publishing skills, good analytical skills, excellent organizational, coordination, planning, project management, advocacy, and interpersonal and communication skills.
- Demonstrable experience working with central and local government and the private sector
- Experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc.)

7. ELIGIBILITY

In addition to fulfilling the qualifications and experience requirements:

- (i) female nationals are encouraged to apply for this position, however any other candidates who are interested, also qualify, under the ADF revised eligibility criterion must be nationals of countries that are members of the African Development Bank; and
- (ii) candidates from the ECOWAS region, in particular, are encouraged to apply.

8. PERFORMANCE CRITERIA

The performance of the Office Manager will be evaluated quarterly. The criteria used to measure his/her performance will be timely execution of work plans, and activities of the Secretariat.

9. TERMS OF EXECUTION

Upon notification of the contract, the Office Manager will review the terms of its mission and report all points requiring additional information or clarification. He/she will contact the Director, Financial Sector Division of the Ministry to collect all the information, instructions, and guidelines governing the conduct of the assignment.

10. DURATION AND TIMING

Contract duration will be Twenty (24) months renewable, subject to satisfactory performance. The Office Manager will be expected to start work in October 2024. The Financial Sector Division of the Ministry of Finance will oversee the implementation of the assignment.