TERMS OF REFERENCE AND SCOPE OF SERVICES

THE THIRD FINANCIAL MANAGEMENT AND ACCOUNTABILITY PROGRAMME (FINMAPIII)

SYSTEMS OFFICER

BACKGROUND

The Government of Uganda is implementing Public Financial Management (PFM) reforms through the Third Financial Management and Accountability Programme (FINMAP III) with the primary purpose to strengthen Public Financial Management (PFM) at all levels of government and ensure efficient, effective and accountable use of public resources as a basis for improved service delivery. The programme is supported by Development Partners including DFID, Norway, EU, KFW, and DANIDA. The overall objective of FINMAP is derived from the GoU PFM reform strategy for the period from July 2014 to June 2019.

In line with the strategy, FINMAP aims to encourage effective service delivery through reinforcing mechanisms for budget credibility, compliance and control; and to improve financial management practices through implementation of automated financial management systems.

A large component of FINMAP is focused on deepening and expansion of the Integrated Financial Management Systems (IFMS) to Central Government Agencies, the Integrated Personnel, Payroll and Pension System (IPPS) to all entities and implementation of e-procurement.

The Ministry of Finance, Planning and Economic Development (MoFPED) has the overall responsibility for implementation of the Programme; and the Deputy Secretary to the Treasury will act as the 'Task Manager'. FINMAP will consist of Components (together with their respective sub-components where applicable), each "Component" led by a manager ('Component Manager') as detailed in the PID to address the following schematic areas:

(i)   Macro Economic Management.

(ii)   Budget Preparation and monitoring (resource allocation- sustainable budget).

(iii)   Fiduciary Management in Central Government (financial discipline and

control, asset management, procurement, payroll and pension management

and accounting and reporting).

(iv)   Oversight and Scrutiny (Procurement regulation, external audit, internal audit,

Parliamentary scrutiny)

(v)   PFM in Local Governments.

(vi)   Governance and external environment (Programme Coordination and Sustainability).

The programme is funded by the Government of Uganda as well as a number of development partners including the Department for International Development of the United Kingdom, European Union, Norway, Denmark, Germany (KFW), Sweden. There is also cooperation at various levels with the World Bank, International Monetary Fund (IMF) and Irish Aid.

Reporting to the Local Government Public Financial Management (PFM) Systems Manager, through the assigned supervisor, the Systems Officer will work closely with a Data Centre team in the Ministry of Finance Planning and Economic Development (MoFPED) and Local Government PFM team in the Ministry of Local Government (MoLG) in the development and implementation of the PFM systems. Specifically the Systems Officer will:

1. Monitor, Support and troubleshoot the IFMS and wide area network (WAN) and the severs to ensure business continuity.
2. Liaise / interface with WAN service providers in resolving WAN related issues and resolution/ escalation of exceptions to contract managers.
3. Participate in carrying out updates and upgrades of Operating Systems, databases and the application in use by the Local Governments.
4. Monitor the security of all the installation including the network, the servers, and the physical security.
5. Support the development and documentation of IFMS security policies and procedures
6. Execute of regular back-ups at the data centre, the disaster recovery centre and at the Local Government sites.
7. Provide application support to users at Local Government sites.
8. Provide support to system set up, testing and monitoring.
9. Act as trainee system administrators for the storage, applications and Microsoft, Cisco and other products.
10. Act as database administrators in the absence of a substantive database administrators.
11. Carry out any such other duties as may be assigned from time to time.

Deliverables / Outputs
The Systems Officer will be required to provide the following reports:
1. Quarterly performance reports.
2. Periodic security reports.
3. Annual Performance reports.
4. Any other reports requested for from time to time.

Qualifications and Experience.

1. Bachelor's degree in Information Technology, , computer Science, software engineering, Business systems Engineering and any other related discipline.
2. Strong inter- personal, communication skills, and the ability to work as part of a team, which is critical in carrying out this assignment.
3. A sound operating knowledge of Information Technology (IT) systems.

Contract Arrangements

The assignment is for one (1) year and may be renewed based on need and satisfactory performance.