

Accountant and Financial Assistant for AfDB Regional Project Component

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Institution ITC – AfDB-GEF Project Regional Coordination Unit

Duty station Banjul, The Gambia

Vacancy announcement no. ITC_AfDB Proj. 06

Responsibilities

The **International Trypanotolerance Centre** (ITC) is recruiting an **Accountant and Financial Assistant** for a six-year, multi-country Project entitled: "**Sustainable Management of Endemic Ruminant Livestock in West Africa / Gestion Durable du Bétail Endémique en Afrique de l'Ouest**". The Project aims at community-based conservation and management of endemic ruminant livestock; better understanding of existing genetic diversity and the potential; development of strategies for improved utilization in evolving production systems; policies that affect the livestock and livestock products targeted, especially those related to market access and marketing channels to facilitate commercialization by smallholder livestock keepers; and strengthening capacities of relevant actors to promote sustainable management of livestock resources. The project will be executed by UNOPS for the Global Environment Facility (GEF/FEM) and by ITC for the African Development Bank (AfDB) in **Gambia, Guinea, Mali and Senegal**.

Under the supervision and in collaboration with the Head of Finance and Administration, the incumbent will perform a variety of specialised finance, accounting and clerical functions related to Accounting. He/she will be responsible for implementing the accounting project management according to the applicable financial procedures from the two main donors, AfDB and GEF. He/she will assist in the financial and general administration of the project including the management of staff and the material resources of the project.

In particular he/she will

- Set up and maintain day-to-day responsibility for the accounting system consistent with donors' specifications, i.e. ADF/AfDB and UNOPS/UNDP financial rules and procedures;
- Assist on a daily basis the HOFA in the financial and administrative management of project implementation;
- Assist in the establishment of contracts and agreements with project partners and third parties;
- Assist in the establishment and follow up of the disbursements and payment demands;
- Participate in working out and administrative follow up of the invitations to tender;
- Prepare monthly reports and expenditure schedules on the project accounts and provide periodical and/or ad hoc reports on financial and administrative matters;
- Ensures records are updated in the appropriate software or manual filing system and maintains and updates filing systems;
- Liaise and collaborate with the Financial Assistants in the four National Coordination Units in close collaboration with their National Coordinators.

Profile and experience required

- University or equivalent diploma in accountancy or financial management (i.e. finance, audit, economics, accounting);
- Minimum of 6 years of professional experience in relevant financial, accounting and administrative management, by preference in complex multi-donor development projects at the regional level;
- Knowledge of and experience with the AfDB and UN financial systems, rules and regulations is an asset;
- Preferred experience in working for/in projects funded by multilateral international donors, including by preference, but not limited to, the African Development Fund (ADF) and UNDP;
- Demonstrated experience in producing financial/accountancy reporting supporting the project outputs;
- Demonstrated experience of setting up, applying and maintaining an IT-based accounting system for project accountancy by preference for international funding agencies in a development context;
- Demonstrated experience in setting up, applying and maintaining an IT-based accounting system, and of working with and a good knowledge at professional standards with the current IT tools and in particular of accounting and budgeting software and applications, including inventory management and similar packages;
- Excellent command of English or French, with at least a working knowledge of the other language;
- Open-mindedness, team-work oriented but also capable of working independently;
- Good communication skills and dialogue-oriented in a multicultural environment;
- Good physical condition and aptitude to travel in the field.

Terms of appointment

The initial appointment will be for 1 year, with a 6-month probation period. Based on performance, the appointment can be extended on a one-year basis through to the completion of the project (6 years). The Accountant & Financial Assistant will be based in Banjul and will travel within the region in accordance with project needs and funding availability. The successful applicant should be available at short notice. ITC offers a competitive remuneration.

Applications

Applicants should send a cover letter quoting Ref: ITC_AfDB Proj. 06, indicating the interest and availability; a curriculum vitae; and the names and addresses (including telephone, fax and e-mail) of three referees who are knowledgeable about the candidate's professional qualifications and work experience, to the Director General, ITC, PMB 14, Banjul, The Gambia, via e-mail: **itc@itc.gm**.

To find more about ITC, visit our Website at <http://www.itc.gm>. Enquiries: Tel. +220-4462928.

Professionals, especially women, from the countries concerned are particularly encouraged to apply.