

Administrative and Financial Assistant (Head) for AfDB Regional Project Component

Closing date 25 Jan. 2008

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Institution ITC – AfDB-GEF Project Regional Coordination Unit

Duty station Banjul, The Gambia, with travel to sites in the other project countries

Vacancy announcement no. ITC_AfDB Proj. 02(B)

Responsibilities

The **International Trypanotolerance Centre** (ITC) is recruiting an **Administrative and Financial Assistant (Head)** 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**", whose aims are 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 Coordinator of the AfDB component of the project, the incumbent will be in charge of the financial planning budget, the administrative management of staff and the material resources of the AfDB component of the project, and in particular:

- Set up and carry out the financial and administrative management of the project and its accounts according to the rules and regulations of the AfDB;
- Establish and follow up of the disbursements of the ADF and payment demands;
- Establish and manage contracts and agreements with project partners;
- Participate in working out the DAO and administrative follow up of the invitations to tender;
- Support to the formulation and implementation of the training programmes;
- Represent the Regional Coordinator of the AfDB component of the project, if necessary.

Profile and experience required

- University diploma in Economics, Management and Administration, Accounting, Business, or equivalent diploma in financial management and accounting;
- Minimum of 35 years of age
- 10 years of professional experience in relevant administrative, accounting or financial management in the context of a development project;
- Proven capability of setting up and maintain an IT-based accounting system according to the acknowledged professional standards;
- Extensive experience with(in) projects funded by multilateral international donors or the African Development Fund (ADF);
- Knowledge of the rules and regulations of the African Development Bank;
- Experience in the application of accounting systems and procedural manuals in projects;
- Excellent command of English or French, with at least a working knowledge of the other language;
- Good command of IT tools and software (in particular Word, Excel, Access, accounting software);
- Open-mindedness, readiness to work in a team, qualities to listen and dialogue capability;
- Aptitude to lead a group, project staff and people;
- Good physical condition and aptitude to travel in the field;
- Valid driver's licence (B)

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 Administrative and Financial Assistant will be based in Banjul and will travel within the region and internationally 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. 02(B), 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.

Qualified women and professionals from developing countries, especially West Africa, are particularly encouraged to apply.