



## **POSITION DESCRIPTION – Closing Date: December 10 2012**

**Project: Strengthening Institutions for Transboundary Water Management in Africa /  
Renforcement des institutions de gestion des eaux transfrontalières en Afrique**

**Position Title: ANBO/GWP/SITWA Administrative and Financial Assistant**

### **BACKGROUND**

The African continent has the highest number of Transboundary river basins that collectively cover 64% of Africa's surface area and contain slightly more than 93% of its surface water resources. This is why, following the adoption of the Africa Vision 2025, the African Union called in 2000 for a "Federation of African River and Lake Basin Organizations" to be created, for developing and adopting a common approach to the management of Transboundary waters.

In response to this call the African Ministers' Council on Water (AMCOW) established in 2006 the "Tekateka Committee" which recommended the adoption of the already existing (since 2002) **African Network of Basin Organizations (ANBO)** to provide this common platform, provided ANBO is strengthened and reflects a stronger African orientation.

In this context, the European Commission decided to support a Project aimed at strengthening regional cooperation for the sustainable management of Transboundary water resources in Africa, through programmatic and institutional strengthening of ANBO. The Inception Phase for the Project is expected to take 12 months, between October 2012 and October 2013. A follow-up Implementation Phase of 2 years duration is envisaged, subject to the outcome of the Inception Phase. The Project will be implemented by the **Global Water Partnership Organisation (GWPO)** in partnership with the **ANBO Technical Secretariat which is under l'Organisation pour la mise en valeur du Fleuve Sénégal (OMVS)**. A joint GWP/ANBO Project Steering Committee (PSC) will manage the Project.

A Project Management Team (PMT) will be established at ANBO Technical Secretariat, currently hosted by the OMVS. This Position Description is for the **ANBO/GWP/SITWA Administrative and Finance Assistant** recruited to assist the Project Manager.

### **REPORTING**

The ANBO/GWP/SITWA Administrative and Finance Assistant reports directly to the Project Manager and the OMVS Finance Officer. He/she is responsible to the Project Manager for implementation of the duties below.

**LOCATION:** Dakar, Senegal.

**DURATION:** From the contract signature to October 15<sup>th</sup>, 2013

**RENUMERATION:** The Administrative and Financial Assistant will earn a monthly salary of Euros 1 500 (One thousand five hundred euros) and this amount includes all benefits such as medical insurance, transport etc.

## **DUTIES**

### **A. Financial Record keeping and update of Financial Management System**

- On a daily basis, verify and update the accounting application with receipts and payments transactions
- Maintain and update the SITWA financial records to facilitate review and audit of the same by the external auditors
- Manage travel advance requests and travel expenditure accounting reports and process the clearing journals into the accounting application
- Prepare monthly expense statements and ensure correct budget lines used and expenditure are within budget
- Update cashbooks
- Ensure proper management of all financial accounts, contracts and outputs (contract deliverables) and ensures effective processing of payments on due dates

### **B. Financial administration and reporting- all stakeholders**

- By the 10th every month, prepare and submit to the Head Finance at OMVS the monthly reconciliations of accounts for all profit and loss and balance items
- By 20th day following each quarter to submit SITWA financial accountability reports to GWPO in the required format
- Within 20 days after the financial year, prepare and reconcile the SITWA year-end financial statement with supporting schedules in preparation for external audit
- Ensure adherence to OMVS/GWP policies, including the GWPO Financial Guidelines, Procurement Policy, and Travel Policy
- Ensure proper delegated authorities are followed for all payments.
- Facilitate SITWA audits
- Be the liaison officer between OMVS and SITWA on all financial matters, payments, reports and queries, ensuring accurate data entry into host financial system

### **C. Budget administration**

- Verify and confirm eligibility and budget availability for all SITWA payments.
- Provide monthly budget to actual reports, and alert the PM of the remaining budget
- Support annual budget preparation and consolidation process

### **D. Vendor management and liaison**

- Ensure that all payments are processed and paid in a timely manner

### **F. Cash and cash flow management**

- Update and present SITWA expenditures and cash flow forecast monthly or as may be required

- Verify and confirm monthly petty cash reconciliations and cash count with every subsequent replenishment
- Be the bank liaison person on all SITWA accounts
- Prepare funding requests to GWPO supported by cash flow forecasts
- Receive visitors and positively respond to their queries with diligent customer care and professionalism.
- Assist in preparation and organization of meetings and workshops for PMT staffs, PSC and any other special or ordinary meetings that may take place from time to time.
- Translation/ interpretation of small documents in English to French and vice versa.
- Carry out any other duty assigned by the project manager.

### **QUALIFICATION**

- Degree in Financial Accounting, Business Administration or similar fields.
- At least 3 years of experience in finance and administration.
- Experience in international organizations is an asset.
- Good financial and secretarial report writing skills.
- Conversant with Word, Excel and Power Point
- Fluency in both written and spoken English and French.

### **SUBMISSION OF APPLICATIONS:**

Interested candidates in this position should forward **by December 10th, 2012** their resume and cover letter in a sealed envelope to:

#### **The High Commissioner**

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