

FINANCE & ADMINISTRATION OFFICER

1. Background

The UNDP-GEF project, titled “Strengthening the institutional capacity of African Network of Basin Organization (ANBO), contributing to the improved transboundary water governance in Africa” aims to strengthen the coordination and collaboration capacity of African Lake and River Basin Organisations and Commissions and cooperative frameworks for transboundary groundwater management, and their member states towards improved transboundary water governance in Africa. The project is designed to achieve this objective through strengthening the capacity of the African Network of Basin Organisations (ANBO). The project will support the implementation of the ANBO Strategy and Action Plan (of 2014). The project has two components. Component 1: Strengthening ANBO’s institutional and technical capacity as a technical arm of AMCOW, and Component 2: Supporting the capacity building of Lake/ River basin organisations, Groundwater Commissions and RECs to foster transboundary cooperation. At the continental level, ANBO has been formally recognized as the technical arm of AMCOW on transboundary water resources management. The project will assist ANBO in effective execution of this role. At the national level, the project will engage with relevant entities of national governments which represent the respective governments at the Lake and River Basin Organizations as well as with Groundwater Commissions wherever these have been formed.

Project is financed by the Global Environmental Facility (GEF) and scheduled to be completed within 3 years. GEF Implementing Agency for the project is UNDP, while GEF Executing Agencies (EAs) for the project is OMVS and UNESCO on behalf of the ANBO and its members. For each GEF EA, a separate UNDP project document is developed which governs the respective budget managed by each GEF EA. Despite the two project document, the project will be managed as one and reported as one project to UNDP and to the Global Environment Facility.

Finance and Administration Officer will support the ANBO and the project under the guidance and supervision of the UNDP-GEF ANBO Project Manager. The performance of the Finance and Administration Officer will be appraised jointly by OMVS and the Project Manager annually.

Duration: One year with a possibility of extension (maximum 1 year at a time) based on performance for the duration of the project.

Location: The post will be based in the OMVS Secretariat in Dakar, Senegal, with extensive travel throughout all regions of Africa required to deliver the project outputs and outcomes. (All travels must be approved by GEF IA/EA in advance.)

The project financial and administration officer is responsible for all financial and administrative functions of the project. The FA Officer shall ensure that the project is implemented in accordance with UNDP financial procedures and systems and those of the implementing partners and is in line with UNDP applicable administrative requirements, and the project’s financial reports will be submitted in the timely manner in the required format and templates.

2. Specific Financial and Administrative responsibilities:

- Prepare monthly financial reports to be submitted to the Financial Manager using Pastel Accounting System, including donor reconciliations and monthly returns to tax authorities submitted as required and UNDP Atlas system;
- Administer payroll and payments to creditors and checking of documentation;
- Banking and reconciliation of bank accounts
- Monitoring the use of petty cash
- Travel cost preparation for staff and stakeholders
- Reconciliation of disbursements from donors
- Facilitating procurement (checking quotations, etc.)
- Set up and maintain project files;
- Assist the project manager in updating project plans;
- Administer Project Board meetings;
- Administer project revision control;
- Establish document control procedures; and
- Compile, copy and distribute all project reports.

3. Qualifications and Experience

The Finance & Administration Officer Manager should possess the following qualifications:

- Professional qualification in Finance, Accounting and/or Business Administration, or equivalent combination of education, training and experience.
- At least five years progressive experience in accounting or financial work, including computerized financial/accounting systems.
- Good knowledge of written and spoken English and French. Ability to produce all financial reports in English is required.