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**West Africa Biosciences Network
(WABNet)
NEPAD Biosciences Initiative
Laboratoire de l'Elevage, ISRA
Dakar, Senegal**

VACANCY ANNOUNCEMENT (Two-Year Renewable Contract)

Terms of Reference for the Recruitment of an Administrative and Financial Manager

June 2009

Preamble

The New Partnership for Africa's Development (NEPAD) is an African Union (AU) affiliated development programme that was adopted in 2001.

The objective of NEPAD is to stimulate Africa's development by bridging existing gaps in the field of science and technology.

In recent Africa-wide declarations, the AU and NEPAD have made strong commitment to harnessing new tools of science and technologies for improving rural livelihood in Africa. The application of new science and technologies, including biotechnology, to help achieve these goals has generated the need for setting-up appropriate biosafety standards that will ensure public health and safeguard the environment without compromising technological advancement and/or forfeiting the potential benefits arising from the application of new technologies.

To address the issue of a lack of expertise and experience, as well as limited networking among the available expertise and institutions on the continent on biosafety, NEPAD Office of Science and Technology (OST) has established the African Biosafety Network of Expertise (ABNE).

ABNE first node is based in Ouagadougou, Burkina Faso where it benefits from a host country agreement with the government of Burkina Faso. The activities of NEPAD/ABNE have been generously supported by Bill and Melinda Gates Foundation with co-funding from the Spanish Government.

For the implementation of the biosafety regulatory activities, NEPAD/ABNE is seeking the recruitment of an experienced Administrative and Financial Manager.

Key Performance Areas

Under the supervision of the NEPAD/ ABNE Director, the Administrative and Financial Manager is charged with the following:

- Ensure financial management and accounting on ABNE matters as well as reporting to the donors in accordance with guidelines and in terms of support cost coverage provided in the grant;
- Ensure HR management at the Node and Secretariat;
- Ensure close working relationships of ABNE Director with the various national, regional and international financial partners;
- Be responsible for the development of the budget section of ABNE annual work plan;
- Follow up donor commitments to ensure timely disbursement of funding;
- Be responsible for all procurement and payment requests;
- Assist with planning of logistics for events, meetings and workshops;

- Ensure that financial procedures and policies are followed;
- Assist the Director ABNE to plan and implement internal and external audit recommendations;
- Ensure frequent and efficient communication between ABNE, NEPAD/OST, Michigan State University and other partners; and
- Perform any other financial and administrative tasks as may be delegated by the Director, ABNE.

Required Skills and Competencies

- Experience in the management of material resources (purchase orders, accounting and human resources management);
- Experience in management of funds from multiples of donors, preparation of balance sheets and budgets, also experience in the preparation and accomplishing financial annual audits;
- Capacity to work under pressure in an international environment made up of people of various nationalities, cultures and backgrounds;
- Ability to interpret financial procedures and standards and their application;
- Proven knowledge of computerized systems and demonstrated experience of working with computerized accounting packages and spreadsheets;
- Ability to work independently and leverage limited resources and staff for maximum impact;
- Ability to work in a team; and
- Fluency in written and oral English and French will be an advantage.

Qualifications

- Candidates must have in their possession a University degree in any of the following disciplines: Accounting, Public Administration, Business Administration, Economics, Management, Finance or related field.
- Candidates must have at least 3 years of relevant working experience in financial resources and fund management.
- Candidates must have an excellent command and use of computer software, especially Accpac and Pastel.

Terms of Employment

- The position will be based in Ouagadougou, Burkina Faso Node of ABNE. The initial appointment period will be for two years with the possibility of renewal subject to performance assessments and funding.
- The salary package will be at NEPAD OST approved scale which is internationally competitive and commensurate with experience.
- Successful candidate will be expected to resume immediately.

Application Process

NEPAD /OST gives preference to candidates who meet the requirements and who will add to the cultural and gender diversity of the organization.

Qualified females are strongly advised to apply.

Interested candidates are advised to send their CV in both English and French, if possible, to this e-mail address: jobs@nepadbiosafety.net with a copy to abne@nepadbiosafety.net.

Closing date for applications: 5th July 2009

Correspondence will be entered into with short-listed candidates only.