



Vacancy announcement N°0002/SPI/2024

A Regional Administration and Finance Manager/SPI

The West African sub-region is a victim of violent extremism, terrorism in its most serious, barbaric and despicable forms, and the words are not enough to describe the horror. Countries such as Burkina Faso, Niger, Mali, Togo, Benin, Côte d'Ivoire, Nigeria, Liberia, to name but a few, are among its victims. The multidimensional crisis that these countries, particularly those in the central Sahel (Burkina Faso, Mali, Niger) are going through, is essentially security and socio-humanitarian and is marked by attacks by armed terrorist groups.

Faced with this situation characterized by acts of unprecedented violence that trample on human dignity and call into question living together, the Catholic Church, through a college of West African episcopal conferences (Burkina Faso-Niger, Mali, Côte d'Ivoire, Ghana), launched in November 2019, the Sahel Peace Initiative (SPI), which is firmly committed to responding to the persistent security and humanitarian crisis affecting the Sahel. promoting peace, social cohesion and community resilience.

As part of the implementation of the activities of this initiative, the SPI is seeking applications for the position **of Regional Administration and Finance Manager** in accordance with the table below:

A. Duration of the contract and place of work:

The duration of the contract is one (01) year, renewable on the basis of performance. The position is based in Ouagadougou, Burkina Faso and involves frequent business trips, particularly in the five (05) member countries of the SPI, namely Burkina Faso, Mali, Niger, Ghana and Côte d'Ivoire. The start date is for 01.12.2024.

B. Responsibilities and tasks:

In collaboration with the Regional Coordinator as well as the National Coordinators, and under the supervision of the Regional General Secretary of the Sahel Peace Initiative (SPI), the incumbent will work in West Africa and support the following five (5) countries: Burkina Faso, Côte d'Ivoire, Ghana, Mali, Niger. In addition to this, the position includes administrative and financial management tasks.

In this context, the incumbent will carry out tasks related to the Regional Coordination Office and the Regional SPI and in this context he/she will have the following responsibilities:

1. Budget, finance and accounting management

The incumbent will:

- provide leadership and coordination for the effective development and management of the budget by ensuring the accuracy and consistency of financial data and the safeguarding of resources;
- identify and implement improvement solutions to minimize the SPI's exposure to financial risks;
- assist in the preparation of budgets and review country budgets and cost proposal documents prior to submission to donors ;
- prepare requests documents for funds from donors and for the transfer of funds to the national SPI coordinations, in accordance with the procedures;
- organize and maintain effectively the accounts of the Regional Coordination while ensuring the implementation of the budgets adopted according to the procedures in force in the SPI countries;
- make revenue and expenditure projections, in the short and medium term according to the needs expressed;
- carry out the necessary activities and operations related to the banks (opening accounts, bank fogs, transfers, staff payroll, bank reconciliations, etc.);
- fill in standard financial documents and prepare various financial reports;



- ensure efficiency and compliance with SPI policies and procedures, Generally Accepted Accounting Principles (GAAP), donor rules and regulations, and legal requirements ;
- implement corrective actions resulting from the findings of financial management audits in a timely and sustainable manner;
- compile supporting documentation (settlement/collection file) to assist in the processing of financial transactions;
- lead the preparation of accurate financial data, analysis and projections and assist the management team and program/project managers in interpreting data for decision-making and effectively managing financial risks ;
- ensure the custody of various documents (e.g. blank/undelivered cheques, fuel coupons, etc.);
- support the other members of the Regional Coordination in matters falling within its competences in administrative, financial and accounting matters;
- receive and analyze the various financial reports and requests for funds.

2. Tasks related to management of financial processes in collaboration with the countries of the SPI

The incumbent will be called upon to:

- support the National SPI Coordinations for the preparation of budgets within the framework of projects or in the context of the operation of the Initiative;
- develop and manage financial processes in accordance with policies while providing proactive services, advice and support to accounting managers, staff regarding the management of the entire project cycle (design, start-up, implementation, close-out);
- oversee the implementation of accurate reporting procedures and the timely submission of reports to relevant stakeholders (donors, local government entities);
- provide capacity building on financial policies and regulations, as appropriate, while monitoring and measuring impact;
- conduct financial training for financial and non-financial staff in SPI member countries;
- ensure the integrity of accounting information by reviewing the compliance of countries' accounts and establishing quality control of accounting transactions and financial reporting;
- oversee the maintenance of supporting documentation to ensure a reliable and easy-to-follow audit trail.

3. Administrative support and knowledge management

The incumbent will ensure to:

- participate in the development of specifications for the designation of service providers (diagnosis, project management, intellectual services) in compliance with the relevant procedure manual;
- draft and proposing agreements, contracts and amendments and ensuring the smooth flow of information;
- provide support for the administrative and practical organization of the service, the preparation and follow-up of files related to missions and the organization of workshops, seminars and meetings;
- prepare transaction documents in support of general transaction processes and assist in the coordination of transaction processing (e.g. payment requests, travel authorizations, travel expense advances, visas, etc.);
- assist in the implementation of asset management processes, such as receiving and distributing assets, asset labeling, physical accounts.

4. Communication, Event Management & Representation

The incumbent will perform the following tasks:

- monitor staff mission schedules and travel plans and support logistical arrangements for activities, employees and visitors;
- represent, as required, line managers, at meetings related to the Sahel Peace Initiative;
- perform other related activities and tasks related to his/her profile as directed by his/her supervisor(s).



C. Required qualifications skills and experience

- hold a master's degree (BAC+4) in accounting, finance, economics, business administration or any other diploma deemed equivalent;
- have at least seven (07) years' experience in a similar position, preferably in an international NGO; Professional certification in accounting or a related field is desired ;
- have writing and communication skills in French and being fluent in English is an asset;
- have the ability to write various reports and a very good command of MS office software (MS Word, Excel, PowerPoint...) and accounting software as well as Outlook and internet.

Other associated skills:

- have a good knowledge of accounting and financial system in force in the ECOWAS and OHADA areas;
- master the principles and rules of operation of humanitarian organizations;
- have knowledge of the legal aspects related to the taxation of Civil organizations and personnel management;
- have a proven knowledge of the functioning of the structures of the Catholic Church;
- have the ability to listen to partners, stakeholders and SPI actors and be able to promote good relations with partners and have the ability to work effectively with SPI actors, partners and stakeholders;
- respect the principles of deontology and ethics of the Church and of the Episcopal Conference of Burkina Faso-Niger;
- have the willingness to travel frequently (30%) to the countries covered by the IPS;
- have a sense of rigor and analytical and discerning skills in decision-making;
- be courteous, dynamic, honest, discreet, versatile and able to work under pressure and in a team;
- be able to work with the SPI teams in Mali, Burkina Faso, Niger, Ghana, Côte d'Ivoire, public and private structures that are partners of the Church as well as the staff of NGOs and national and international organizations.

D. How to apply ?

Applicants fulfilling the above-mentioned criteria and interested in this job are invited to submit their application documents (physically or electronically) by **4 p.m. on 05. 11.2024** at the latest. Applications should include only **a cover letter** highlighting your professional background, a **concise curriculum vitae**, a copy of the diplomas, certificates and attestations, **a copy of the national identity card or passport and references of three contact persons.**

Receipt of physical files: physical applications are admissible from Monday to Friday from 8 a.m. to 4 p.m. at the Office of the General Secretary of CJP-Burkina located in Dagnoen in the Cardinal Paul Zoungrana Center, rue 2977 for the attention of the Secretary General of CJP-Burkina

Receipt of electronic files: electronic applications must contain « the title of the job as subject » and sent by e-mail to the following address: recrutement@cjpburkina.org

Nota Bene: the SPI reserves the right not to be able to respond to this vacancy notice. However, only the selected applicants will be contacted for the rest of the recruitment process. **The SPI promotes equal opportunities and fairness in treatment, without distinction of any kind. Female applications are strongly encouraged.**