



West African Fertilizer Association Association Ouest Africaine de l'Engrais (Wafa)

JOB ANNOUNCEMENT **Administration and finance Officer of Wafa**

Type of Engagement: Contract staff

Duration: One Year in the first instance, Renewable

Start date: As soon as possible, not later than September 2019

Location: West Africa

BACKGROUND

The West African Fertilizer Association (Wafa) is the umbrella association of all players in the fertilizer sector of the West African region, including fertilizer manufacturers, importers, blenders and traders. The association was created primarily to serve as a platform for cooperation amongst its members in the quest to champion the development of the fertilizer sector in the region as a means of improving agricultural production and food security of the ECOWAS member states. The vision of Wafa is to effectively bring together the entire professionals in fertilizer sector to have a common voice and action towards promoting sustainable, rational and efficient use of fertilizer in agriculture within the ECOWAS region. Formally inaugurated in 2016 and governed by a nine member Board, the association has rapidly grown in size and function and has become the voice of the private sector in the fertilizer sector. The members of the association together represents over 85% of the fertilizer trade in West Africa.

To support the consistent growth of the association, Wafa recruited and appointed early in 2019 a Coordinator and planned in its 2019's activity the recruitment of an Administration and finance and a communication officers in order to establish of a formal staff structure that will be responsible for the day-to-day implementation of activities aimed at achieving the association's goal, under the guidance of the Association's Board.



GENERAL RESPONSIBILITIES

Under the supervision of the Coordinator and the Board, the Administration and Financial Officer will be charged with the following:

1. Drive the implementation of the association's financial procedures
2. Maintain detailed records of all financial transactions of the association including standard book keeping
3. Maintain detailed records of the association's assets including their location and state/functionality
4. Manage the association's operational float accounts with close collaboration with the Board bank accounts;
5. Ensure financial management and accounting of Wafa matters;
6. Be responsible for all procurement and payment requests;
7. Reporting to the Board as well as to the donors in accordance with guidelines and in terms of support cost coverage provided in the grant;
8. Ensure human resource management of the coordination unit of the association;
9. Ensure close working relationships with the various national, regional and international financial partners;
10. Support the development of the budget section of Wafa annual work plans;
11. Follow up donor commitments to ensure timely disbursement of funding;
12. Assist with planning of logistics for events, meetings and workshops;
13. Ensure that financial procedures and policies are followed;
14. Assist the coordinator and the Treasurer to plan and implement internal and external audit recommendations;
15. Documentation and organization the filing system.
16. Perform any other financial and administrative tasks as may be delegated by the Board.

REQUIRED SKILLS AND COMPETENCIES

1. Experience in the management of material resources (purchase orders, accounting
2. Experience in the management of human resources;
3. Experience in management of funds from sources and donors, preparation of balance sheets and budgets,
4. Experience in working in an international environment and/or non-profit organizations
5. Experience in the preparation and accomplishing of financial annual reports and audits;
6. Ability to work under pressure in an international environment made up of people of various nationalities, cultures, religions and backgrounds;
7. Ability to interpret financial procedures and standards and their application;
8. Proven knowledge of computerized systems and demonstrated experience of working with computerized accounting packages and spreadsheets;
9. Ability to work independently and leverage limited resources and staff for maximum impact;
10. Ability to work on multiple tasks and under time pressure.
11. Ability to work in a team;

12. Ability to function in both English and French.
13. Minimum 3 years Work experience in development sector.

QUALIFICATIONS

1. University degree in any of the following disciplines: Accounting, Public Administration, Business Administration, Economics, Management, Finance or related field;
2. Minimum 2 years of relevant working experience in financial resources and fund management;
3. Excellent command and use of computer software;
4. ECOWAS Citizen;
5. Candidates must be a French-English Bilingual.

WORK PLACE

The Administration and finance Officer will work from any country in the ECOWAS region as may be deemed suitable by the board. Therefore, willingness to relocate to any country within the region is a requirement.

CONTRACT LENGTH

The employment contract will be one (1) year in the first instance, renewable depending on performance. The successful candidate can be engaged either full-time or part-time depending of demonstrated skills and competence level. The engagement will take effect on as soon as a suitable candidate is identified. The salary and benefits will be negotiated with the Board.

APPLICATION PROCEDURE

Wafa gives preference to candidates who meet the requirements and who will add to the cultural, youth and gender diversity of the organization. Qualified females are strongly advised to apply.

Interested candidates are required to submit their applications which should include a **cover letter and an updated CV** that describes their qualifications and experience and provides three references with full contacts. The applicant should also provide his/her contact including Skype ID. The applications should be submitted via email to recruitment@wafafertilizer.org with copy to contact@wafafertilizer.org and drokuku@gmail.com.

CLOSING DATE FOR APPLICATIONS

Candidates should send their application before **9th August 2019**

***NB:** Only the top candidates will be contacted for interview which will include online at the beginning. There will be no response to telephone inquiries. If you reach the next level of Consideration, you will be subject to a written test and an interview with a selection committee.*