



# EXECUTING AGENCY

## PROJECT ACCOUNTANT OF THE EXECUTING AGENCY

### POSITION INFORMATION

<b>Post Title:</b>	<b>Accounting Specialist</b>	<b>Vacancy notice</b>	<b>2023/12/GS/041223</b>
<b>Level:</b>	<b>GS 7</b>	<b>Posting Period:</b>	<b>From 4 to 22 December 2023</b>
<b>Local Contract Fixed Term</b>	<b>One year</b>		
<b>Reports to Position</b>	<b>Project Coordinator</b>	<b>Duty station:</b>	<b>Dakar, Senegal</b>
<b>Date of entry on duty:</b>	<b>As soon as possible</b>		
	<b>Fixed term contract of one year, subject to three (3) months period of probation of satisfactory performance.</b>		

### THE ORGANIZATION SETTING

AFCAC's main responsibility as the Executing Agency (EA) is to ensure the consistent and full implementation of the Yamoussoukro Decision (YD) and the realization of the Single African Air Transport Market (SAATM) towards contributing to the African Union Agenda 2063. The objective is, amongst others, to facilitate seamless and smooth operationalization of the SAATM to ensure the sustainable development of air transport and that activities of the Executing Agency (EA) facilitates the growth of the intra-African Air Transport Market.

The EA's role, therefore, ensure the even-handed enforcement of the YD and the EA's regulatory oversight responsibilities across all AU member States is to ensure consistent application of and adherence to the Regulatory and Institutional Legal Instruments of the YD and its Operational Rules and Procedures thus ensure that the operationalization of the SAATM creates a conducive environment for sustainable development of air

transport in Africa.

AFCAC's regulatory oversight responsibilities are not only economic and technical in nature but also span across all AU member States as does its mandate to render technical assistances, in collaboration with Partners to State Parties that subscribes to SAATM to enhance the effective implementation of ICAO's SARPs aimed at sustainable development of air transport.

The Project Accountant plays an important role in the implementation of the EA's Work Programme including coordination of technical assistance to State Parties that subscribes to SAATM, in collaboration with Partners. She/He reports directly to the Project Coordinator of the PIU with policy directive from the Director Air Transport of the EA and works collaboratively with the Human Resources and Corporate Services and of AFCAC.

### **POSITION ASSIGNMENT:**

- The Project Accountant ensures the regular updating and recording of all accounting documents. He/she is responsible for the management of the accounting software set up in close collaboration with the accounting departments of the associated agencies and Corporate Services of AFCAC.
- He/she is placed under the authority of the Project Coordinator and the Head of Corporate Services of AFCAC.

### **REQUIRED EXPERTISE AND SKILLS**

A minimum of five (5) years of relevant professional experience in providing Financial management/Accounting on the preparation and implementation of programs and projects financed by the African Development Bank or any other similar institution in Africa

Proven familiarity with and solid experience in the practice of procurement of goods and works of consultancy services under donor funding conditions, it would be desirable to have knowledge of Bank Procurement policy:

- Proven practical experience in the field of African Development Bank Group or any other similar institution disbursement procedures and in projects financed by multilateral donors,
- Ability to rigorously implement and maintain the financial management and Regular Financial Reports to the required standards;
- Have a good knowledge of the IPSAS and IFRS Repository and accounting management software, knowledge and mastery of the TOMPRO software
- Self-confidence; ability to work in a team; good analytical and organizational skills; excellent communication and information management skills; integrity; be detail-oriented;
- Very good mastery of computer tools (Excel, Word, etc.) and computerized accounting management; ability to master all the parameters that make up the accounting of a multi- component development project;
- Open-mindedness, availability to work in a team, listening and interpersonal skills;
- Experience in inventory management;
- Rigorous, organized and methodical, with integrity and commitment;
- Know how to work in a multicultural environment and under pressure, and;
- Fluent reading, writing and speaking abilities in English and French.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Participate to the establishment and proper functioning of the accounting system and the manual of

procedures for the EA;

- Prepare bidding and consultation files according to the regulations in force;
- Maintain regular contacts, in liaison with the AFDB, and entities associated to the project on all accounting and financial aspects;
- Ensure the permanent data supply and update the computerized accounting system; entry of all accounting documents;
- Contribute to the periodic replenishment of the Special Accounts and prepare the related requests, including those for justification of expenditure;
- Regular maintenance of project accounts; inventory management; monitoring of suppliers;
- Procurement of materials, goods and equipment necessary for the implementation of the project;
- Regular update of cash and bank books;
- Contribute to the preparation of disbursement requests;
- Continuous monitoring of the project's cash flow; cash replenishment;
- Monitoring mobilization and counterpart expenditure;
- Participate in the drafting of reports;
- Ensure the management of material accounting;
- Participate in the preparation of the annual financial statements;
- Participate in the preparation and organisation of the annual external audit;
- Participate in the mid-term review of the project.

## **WORK RELATIONS AND CONTACTS**

The Incumbent is expected to establish and maintain productive relationships with the Directors and Subject Matter Experts and with the Corporates services and Human Resources staff of AFCAC. The Incumbent shall interact closely with experts engaged in the implementation of the Executing Agency, when providing all the necessary information and materials for the purpose of their missions. He/she will also interact with entities associated to the project on all accounting and financial aspects.

## **QUALIFICATIONS AND EXPERIENCE**

- At least a graduate degree (5-year university study) or equivalent in Accounting, Business Management or related field;
- Served and completed articles in a recognised global audit firm;
- At least 8 years of relevant professional experience as Accountant of projects financed by the African Development Bank or any other similar institution or multilateral donors.

## **COMPETENCIES**

1. **Planning and organizing the** ability to identify priority activities and assignments; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when

planning; and monitor and adjust plans and actions as necessary. Thoroughness, accuracy, and attention to detail. Demonstrate effective organizational skills and ability to handle a large volume of data in an efficient and timely manner.

2. **Service users' orientation:** The willingness and ability to provide the best quality service to the client and to work in partnership to mutual benefit.
3. **Communication:** The ability to communicate effectively with people at different levels (both in writing and orally). Good drafting and editing skills are required.
4. **Accountability:** The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.
5. **Teamwork:** The ability to work cooperatively or collaboratively with colleagues as part of teams to achieve agreed goals. Initiative, discretion and the ability to maintain harmonious working relationships.
6. **Technological Awareness:** The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.

## PERFORMANCE INDICATORS

- Level of justification of the commitments in relation to the allocated budget;
- Availability and quality of financial information
- Quality and reliability of the financial statements produced
- Number and quality of reports produced
- Quality of processing level of payment transactions
- Quality of submitted files
- Implementation of the Budget

## OPERATIONAL LINKS

- Project Coordinator
- Head of Corporate Services
- Director of Air Transport
- Human Resources Specialist
- AFCAC staff

## EXTERNAL LINKS:

- AFDB
- AFCAC Member States
- African Union
- Suppliers
- Various Partners