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N° **0260** \_\_ / 2024 / FCWC-CPCO / SG

## **JOB VACANCY ANNOUNCEMENT.**

As part of the implementation of its 2021-2030 Strategic Action Plan (SAP), the Fisheries Committee for the Central West Gulf of Guinea (FCWC) has partnered with the International Union for Conservation of Nature and its Resources (IUCN) to secure funding from the World Bank's Global Environment Facility (GEF) for the achievement of the project "**Utilization of marine spatial planning in the Gulf of Guinea for the implementation of payment for ecosystem services and nature-based coastal solutions.**" This project, scheduled to run for three (3) years, aims to strengthen cooperation and transboundary management of coastal and marine resources and associated ecosystems to enhance food security, resilience to climate change, and sustainable livelihoods in the FCWC region.

Four (04) components will be implemented to achieve this development objective, namely:

Component 1: Marine spatial planning.

Component 2: Payment for ecosystem services.

Component 3: Coastal and marine solutions based on nature.

Component 4: Project management and coordination.

As part of the establishment of the Project's Regional Coordination Unit (RCU), the FCWC General Secretariat is launching a recruitment notice to fill the role of Finance and Administration Officer.

## **1. FINANCE AND ADMINISTRATION MANAGER (01 POSITION)**

### **1.1. Hierarchical dependence and main responsibilities**

Reporting to the Project Coordinator, the Financial and Administrative Officer is responsible for the administrative, material and financial management of the Project. He/she is based at FCWC Headquarters, with occasional travel throughout the project area. In this capacity, the FAM will be responsible for:

- Coordinating administrative, financial, and accounting work for the entire Project.
- Participating in the development and implementation of the annual work plan and budget (AWPB).
- Jointly signing all financial commitments with the Project Coordinator.
- Developing and managing the cash flow plan.
- Participating in the development of the administrative, accounting, and financial procedures manual of the Project and implementing it.
- Establishing procedures for filing and archiving accounting documents.
- Developing and monitoring the execution of the budget in collaboration with the management team and partners involved in the implementation.
- Organizing the management of human, financial, material, and accounting resources.
- Preparing disbursement requests to IUCN and monitoring disbursements, including the replenishment of working capital, including justification.
- Coordinating and monitoring disbursements to various partners based on established agreements and protocols.
- Participating in the establishment and management of contracts and agreements with Project partners.
- Maintaining analytical and material accounting.
- Preparing annual financial statements.
- Facilitating the realization of annual project audits within the required deadlines.
- Organizing and implementing recommendations made after annual audits.
- Maintaining regular contact with IUCN's specialized departments on personnel, financial management, and Project disbursements.
- Drafting periodic financial management reports.
- Safeguarding the Project's assets.
- Participating in the preparation of periodic reports on Project execution.
- Performing any other related tasks that may be assigned by the coordinator.

### **1.2. Qualifications and Required Skills**

Applicants of both sexes meeting the following conditions may apply:

- Hold a higher education diploma (minimum first degree) in Economics and Management Sciences (accounting, management, banking, finance, control, audit, or any equivalent degree).
- Have at least five (5) years of professional experience in a similar position, including at least three (3) years in a development project or within an international organization.
- Have the ability to set up and rigorously maintain accounting and management tools.

- Master the implementation of accounting principles and methods (general and analytical accounting, and material accounting), as well as the application of current administrative and tax procedures.
- Have a good command of computer skills, including Word, Excel, Access, management, and accounting software, etc. Mastery of several software programs would be an advantage.
- Have a broad-mindedness, be available to work in a team, and possess listening and dialogue skills.
- Have a good understanding of public administrations in general and, more particularly, regional fisheries organizations.
- Have a good understanding of the rules and procedures of bilateral donors; knowledge of World Bank procedures is desirable.
- Perfect command of French or English, being a bilingual would be an asset.

## A. SUBMISSION OF APPLICATIONS

Any person interested in one of the positions covered by this job vacancy announcement is invited to submit their application by email to the following address: **jobs@fcwc-fish.org**, with a copy to **avitabisa@fcwc-fish.org**, no later than **Monday, September 30, 2024, at 5:00 PM GMT**.

## B. The application must include:

- A cover letter addressed to the FCWC's Secretary-General.
- A detailed Curriculum Vitae
- A copy of the required diploma.
- Copies of proof of previous professional experience.

**Note:** Only candidates shortlisted will be invited to take part in the interview phase.

Tema, September 3, 2024.



DR. ANTOINE GASTON DJIHINTO  
(SECRETARY GENERAL)  
--HEAD OF MISSION--