

*Comité des Pêches du Centre
Ouest du Golfe de Guinée
(CPCO)*



*Fisheries Committee for the
West Central Gulf of Guinea
(FCWC)*

NOTICE OF RECRUITMENT OF AN ADMINISTRATIVE AND FINANCIAL OFFICER TO THE SECRETARIAT OF THE CPCO - PESCAO PROJECT

Background and Justification

The Fisheries Committee of the West Central Gulf of Guinea (FCWC) is an intergovernmental organization for regional fisheries cooperation established by the Convention signed on 07 November 2007 in Cotonou, Benin by the six (6) States Parties: Benin, Côte d'Ivoire, Ghana, Nigeria, Togo and Liberia.

The Committee is based in Tema, Ghana, a host country with which it has signed a Headquarters Agreement.

The main objective of the organization is the promotion of cooperation between the Contracting Parties with a view to ensuring, through appropriate management, the preservation and optimal use of the living marine resources of the area covered by the Convention on Establishment and to promote the sustainable development of fisheries on the basis of these resources.

The Committee received a financial support from the European Union for the implementation of the action entitled: "Improving Regional Fisheries Governance in West Africa - PESCAO".

The overall purpose of the PESCAO initiative, which is planned for a period of three years, is to improve the contribution of fisheries resources to food security and poverty reduction in West Africa.

Three specific objectives contribute to this overall goal:

- The development of a fisheries and aquaculture policy,
- State capacity building in Monitoring, Control and Surveillance (MCS) at regional and national levels,
- Improvement of inter-State cooperation to better combat IUU fishing, and the resilience of States to promote good fisheries governance in the area covered by the initiative.

Duties and responsibilities

Under the overall administrative authority of the FCWC Secretary General also the General Project Manager, the Finance and Administrative Officer will undertake to

implement the FCWC/PESCAO finance and administrative services including accounting and budgeting, human resources activities and supervision of use of office facilities and resources. He/she will carry out effective recording, control and management of office resources, the Office's operational activities in keeping with the EU policies and guidelines. Other specific duties and responsibilities include the following:

1. Budget preparation and implementation:

- Participate in drawing up the administrative budget of the FCWC/PESCAO Project following the schedule set by the FCWC organization while taking into account the particular investment needs of the project;
- Ensure recording, up-dating and monitoring expenditure in accordance with the FCWC internal control rules and procedures.
- Report periodically on the status of budget implementation and propose possible revisions.
- Establishing procedures and controls to improve efficiency of service and identify cost savings and promote efficient use of project resources.
- Advise the management on methods to improve control environment in FCWC/ PESCAO Project Office.

2. Finance and Accounting

- Ensure timely payments of all bills for FCWC/PESCAO Project in line with established financial procedures and regulations.
- Ensuring proper documentation of payment vouchers and all other supporting documents.
- Process for payment and maintain individual staffs mission expenditure; advances and balances.
- Keep and maintain daily updates of all the required FCWC/ PESCAO Project Office books of accounts, records, inventory and files in order, and all financial transactions captured and entered in SAP.
- Produce for review and final approval of the Project Manager, all the Office monthly financial and budget execution reports.
- Undertake timely preparation and verification of reports, statements and schedules for auditing of the FCWC/ PESCAO Project activities.

3. Human Resources Management

- Keep all staff records/files up-dated.
- Up-date and submit monthly reports on personnel management.
- Manage office staff benefits in accordance with the Human Resources policy and instructions in force.

4. General Administration: institutional procurement of goods and services and Management of property and equipment.

- Undertake procurement of goods and services in keeping with the EU rules and

procedures.

- Manage the preparation and monitoring of service providers' contracts.
- Keep stock of office supplies and inventory of FCWC/PESCAO Project property and equipment.
- Management of office vehicle in accordance with the FCWC's transport policy and instructions in force.
- Ensure the quality of FCWC facilities in Tema, including workspaces, property and equipment as well as service provision relating to the upkeep, maintenance and security of facilities according to Bank standards.
- Organize, supervise and monitor the activities of administrative staff and ensure appropriate training for the latter in order to obtain quality services.
- Ensure all administrative documents necessary for the proper functioning of the office and staffs are obtained from the relevant authorities.
- Proper management and control of office stores and petty cash.
- Ensure administrative support to all the FCWC Office staff and FCWC/PESCAO Project's visiting mission as required.
- Ensure that proper filing is undertaken in the FCWC Office;
- Ensure that proper control mechanism and segregation of duties are in place, and that FCWC and EU procedures are fully implemented where applicable.

Selection Criteria

Including desirable skills, knowledge and experience

- At least a Bachelor's degree in Business Administration, Accounting, and/or Finance;
- Membership to an internationally recognized professional accounting body (e.g. CA, CPA, ACCA) will be considered as an added advantage.
 - At least six (6) years of relevant work experience and 2 in a project funded by the European Union
- Experience in a similar post in a multilateral organization will be considered an advantage.
- Knowledge and experience in administrative; financial accounting and full range of office support work, with a high level of sustained performance.
- Thorough knowledge and use of all relevant computer software and the ability to help organize data and information retrieval systems.
- Strong interpersonal and verbal communication skills.
- Proven ability to work effectively in a team-oriented, multicultural environment and to function effectively as a member of various groups
- Competence in the use of standard software (SAGE SAARI, SAP, Word, Excel, Access, MS Projects and PowerPoint).
- Strong written and verbal communication skills in English. Knowledge of French will be considered as an advantage.
- be national of one of FCWC **member countries**

Apply online :

Applications including a CV and a cover letter are received online at the following contacts: secretariat@fcwc-fish.org copied to ostane@fcwc-fish.org no later than 30 April 2018.

**THIS POSITION DOES NOT ATTRACT INTERNATIONAL TERMS AND CONDITIONS.
THE POST HOLDER WILL BE CONSIDERED AS A LOCAL STAFF AND WILL
THEREFORE
NOT HAVE INTERNATIONAL TERMS AND CONDITIONS OF EMPLOYMENT**