



CALL FOR APPLICATION

Position Title: **HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT AT OSAC**

Reference: **N°002/CEEAC/COM/PGDHS/CSAF/OSAC/2024**

Application deadline: **September 09, 2024**

Duty station: **Malabo, Equatorial Guinea**

Type of contract: **Fixed-term contract of twelve (12) months renewable.**

The first year, dedicated to the operationalization of OSAC, is the test year whose success will lead to the extension of the contract.

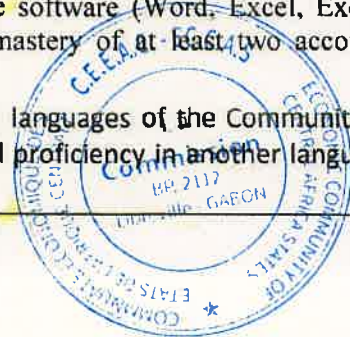
| SITUATION OF THE POSITION | |
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| Department | Gender Promotion, Human and Social Development |
| Direction | Directorate of the Central African Health Organization |
| Structure | Central African Health Organization (OSAC) |
| Functional relationships | <ul style="list-style-type: none"> - Internally, Department for Gender Promotion, Human and Social Development and other departments of the Commission as required; - Externally: International Institutions and Organizations in Its field. |
| POSITION DUTIES | |
| Under the authority of the Director of OSAC, the Head of Department of Administration and Finance at OSAC is responsible for ensuring the administrative and financial management of OSAC in accordance with the texts of the ECCAS Commission. | |
| CORE RESPONSIBILITIES | |
| <p>The Head of Administration and Finance Department at OSAC is mainly responsible for:</p> <ul style="list-style-type: none"> - Establish adequate financial procedures in order to maintain adequate accounting of income and expenses; - Make the payment of salaries, allowances, travel claims, and other payments to staff, suppliers, and other beneficiaries; - Ensure the proper maintenance and execution of financial transactions (authorization, registration, adequate supporting documents, correct completion, etc.); - Manage OSAC's cash flow and bank accounts and reconcile with bank statements, including controlling disbursements and balancing account books and records; - Administer personnel policies and enforce rules, regulations, and procedures regarding recruitment, appointment, social benefits, and other personnel matters; - Administer and manage logistics and contacts for services with service providers such as travel agencies, hotels, translation and interpretation agencies, office equipment suppliers, etc.; - Ensure the monitoring of budgets and expenses; - Set up a computerized accounting and financial management system; | |



- Prepare and submit reliable and timely monthly financial reports;
- Prepare annual financial reports;
- Prepare reimbursement requests;
- Ensure compliance with procurement process and expenditure procedures;
- Ensure the administrative and logistical organization of conferences, workshops, retreats and other events;
- Prepare official correspondence, faxes, memos, and reports;
- Organize the reception of shipments, customs procedures, the preparation of documents for shipments;
- Identify staff gaps and draft terms of reference for recruiting additional staff when needed, subject to the availability of funds;
- Perform any other task requested by the Director of OSAC.

REQUIRED PROFILE

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| Education | Hold a higher education degree (master's or equivalent) in accounting, finance, business, administration or equivalent. |
| Experience | Have a professional experience of at least 8 years at similar levels of responsibilities (see article 13 of the ECCAS Staff Regulations) in projects development. |
| | <ul style="list-style-type: none"> - Have at least 5 years of relevant experience of continuous work in an administrative and financial function; - Have at least 10 years of relevant continuous work experience in financial and administrative functions for candidates who do not have a Bachelor's degree or higher. |
| Knowledge | <ul style="list-style-type: none"> - Central Africa and ECCAS member countries; - Reference institutions and international organizations; - Have a good knowledge of accounting, financial and administrative procedures - Proven experience in procurement and preparation of financial reports and the analysis of budget variances; - Have great integrity and a passion for excellence and good interpersonal relationships; - Good communication and analysis skills; - Have professional experience in the use of computer tools such as word processing, spreadsheets and multimedia applications; - Have a good understanding of knowledge sharing systems, tools, and approaches; - Have experience using standard office software (Word, Excel, Excel, Email, Power Point, Access) and a perfect mastery of at least two accounting and financial management software; - Fluency in at least one of the four (4) languages of the Community, (French, English, Spanish, and Portuguese), and proficiency in another language of the Community would be an asset. |



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| Technical skills | <ul style="list-style-type: none"> - Management of administrative and accounting aspects, then, knowing how to monitor and control their performance; - Preparation of payment and/or reimbursement requests; - Perform all accounting work with the materialization of controls - Develop the disbursement plan and the annual work plan; - Establish monthly budget execution reports (commitments, disbursements and cash flow) in reference to forecasts; - Establish accounting monitoring reports and project accounting statements; - Establish accounting reports including disbursements made on the previous payment and any unspent cash balance from the previous quarterly period; - Establishing the files necessary for external audits and applications of the measures recommended by the auditors; - Contribute to the implementation of recommendations issued by external auditors; - Monitor the execution of contracts; - Control disbursement plans; - Control the cash flow of OSAC; - Analyze disbursement reports and adopt appropriate measures to meet the deadlines set out in them. |
| Behavioral skills | <ul style="list-style-type: none"> - Able to work under pressure and in a multicultural team; - Have a keen sense of organization, autonomy and a good relational quality; - Have a sense of organization and planning; - Have a spirit of initiative and a sense of foresight; - Have the ability to work in a spirit of open collaboration with the other departments of OSAC and ECCAS in general; - Not having been the subject of a criminal conviction that has become final or of a permanent or temporary ban on exercising an activity pronounced by a court. |
| CONDITIONS OF EMPLOYMENT | |
| Remuneration | Salary and benefits in accordance with the ECCAS pay grid. |
| Nationality & gender | <ul style="list-style-type: none"> - Be a national of an ECCAS member state; overall geographical balance between member states will be taken into account in recruitment; - Female applications are encouraged. |
| APPLICATION FILE | |
| <ul style="list-style-type: none"> - Motivation letter; - Detailed curriculum vitae including the candidate's full contact details (name and surname, address, telephone, fax, email); - A nationality certificate; - Birth certificate or substitute judgment in lieu of it; - Criminal record (bulletin n°3) dating back less than three months; - Certified copies of academic or university diplomas and titles; - Employment certificates and documents attesting to professional references; - Medical certificate issued by an accredited physician; | |



- Full identity of three reference persons who have no family relationship and who can attest to the professional and moral qualities of the candidate;

The complete file, including the reference: N°002/CEEAC/COM/PGDHS/CSAF/OSAC/2024 and the position title "**HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT AT OSAC**", must be sent electronically only to the following address: recrutements@ceeac-eccas.org

N.B: Only successful candidates will be contacted for further consideration.

