



P.O. BOX 727 N'DJAMENA - CHAD  
 Tel: +235 22 52 41 45 / 22 52 40 29 Fax: +235 22 52 41 37  
 E-mail: [cab@cblt.org](mailto:cab@cblt.org); [cblt.lcbc@gmail.com](mailto:cblt.lcbc@gmail.com)

<p><b>Organization</b></p>	<p>The Lake Chad Basin Commission (LCBC) was established on 22nd of May 1964 in N'Djamena, Republic of Chad. The Commission was created upon recognizing the need to formulate principles of the utilization of resources of the Basin for economic purposes, including the harnessing of the water. The mandate of the Commission is to sustainably and equitably manage the Lake Chad and other shared water resources of the Lake Chad Basin, to preserve the ecosystems of the Lake Chad Conventional Basin, to promote regional integration, peace and security across the Basin. <a href="http://www.cblt.org">www.cblt.org</a></p>
<p><b>JOB Profile</b></p>	<p>The Executive Secretariat of the LCBC is currently searching for a <b>Finance and Accounts Expert</b>. The responsibilities include but not limited:</p> <p>Ensure compliance of financial management in the Commission with financial rules and regulations, policies.</p> <ul style="list-style-type: none"> <li>✓ Ensure provision of timely, accurate, and consistent and integrated financial data and analysis for decision-making aimed at enhancing financial control and reducing opportunities for discretion in the use of donor funds.</li> <li>✓ Consistent analysis, forecasting and planning of all Commission financial resources (management and development projects), budget preparation and budget implementation processes, ensure consistency of planning mechanisms and formats with LCBC corporate systems and procedures; ○ Adequate expenditure analysis, tracking and recording of expenditures as well as accurate documentation of financial information. Oversees timely reporting on all funds ensuring that correct procedures and formats are adhered to.</li> <li>✓ Oversees recording and reconciliation processes ensuring that appropriate actions and tools are applied; ○ Organization of Commissions accounting and disbursements, treasury and revenue management functions and recording processes ensuring that accounts payable and accounts receivable functions are correctly implemented in the Commission;</li> <li>✓ Oversee timely and accurate financial reporting on all financial resources, including ensuring that systems are in place for adequate management of cost-sharing income and preparation of reports to donors;</li> <li>✓ Plan as well as oversee implementation of cost-saving and cost-recovery strategies. Monitor and assess the internal and external environment for financial risks, plan and implement financial risk mitigation measures in the Commission. Take action to adjust activities and measures</li> <li>✓ Design and oversee implementation of internal controls mechanisms and other internal control roles (such as the bank signatory panel) are adequately assigned and implemented. Ensure that proper capacities and systems are in place throughout the Commission and projects for effective internal financial controls. Promote the continuous improvement of the financial controls; ○ Ensure that TOMPRO financial mechanisms are implemented in line with the LCBC policies and guidelines.</li> <li>✓ Oversee LCBC financial audit processes. Ensure adequate coordination and follow-up to financial audits in the Commission ;</li> </ul>

	<ul style="list-style-type: none"> <li>✓ End-of-year financial closure processes;</li> <li>✓ Plan, implement and oversee financial control activities carried out by the Office of Financial Management and Financial Oversight.</li> <li>✓ Ensure that a complete audit trail is in place to facilitate audits. Leadership &amp; Guidance <ul style="list-style-type: none"> <li>○ Provide leadership and guidance for following functions reporting to the position: <ul style="list-style-type: none"> <li>– Accounts Officer</li> <li>– Budget Officer</li> </ul> </li> </ul> </li> </ul> <p><b>Reporting line:</b> The Finance and Accounts Expert reports to the Head of Division, Finance and Accounts</p>
<b>Qualifications &amp; Experiences</b>	<ul style="list-style-type: none"> <li>✓ Masters or Bachelor's degree in Finance, Accounting, Business or Administration or related field is required.</li> <li>✓ Professional membership or certification highly desirable</li> <li>✓ At least 10 years of relevant experience in all aspects of financial management (financial planning, budgeting, funding, accounting, financial analysis, reporting, internal control) in international organizations or in the private sector</li> <li>✓ Proven capability in all above-mentioned fields</li>   <li>✓ Excellent command of usual PC tools (MS-Office, MSAccess, Communication tools) – Excellent command of at least one large professional Accounting system required (knowledge of TOMPRO and TOMPAIE desirable) Language: Fluency in English and/or French;</li> </ul> <p>Age limit: <b>45 years old LCBC</b></p>
<b>LCBC offers</b>	<ul style="list-style-type: none"> <li>✓ Contract duration : 3 years (renewable) subject to performance evaluation</li> </ul> <p>Category: C4 of the LCBC Service scheme</p>
<b>Enquiries to</b>	HR-Division
<b>Applications to</b>	Executive Secretary LCBC, Ronde Pointe Grand Army, PO Box 727, N'Djaména, Chad or to <a href="mailto:vacancy@cblt.org">vacancy@cblt.org</a>