



ToRs – BUDGET OFFICER

Job description

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| Job title | Budget Officer | Type of contract | Fixed-term 3 years contract (renewable, subject to a satisfactory performance evaluation) |
| Duty station | N'Djamena, Chad | Staff under his/her responsibility | XXX |
| Supervisor | Accountant | Category | C5 of the work scheme of LCBC |
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ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organization which was established on the 22nd of May 1964 by the four Lake Chad riparian countries, namely Cameroon, Chad, Niger, and Nigeria. The Central African Republic (CAR) and Libya joined the Commission in 1996 and 2008 respectively, with the aim of promoting cooperation and management of water and other environmental resources in the Lake Chad Basin. Its mandate includes (i) the sustainable and equitable management of the waters of Lake Chad and other transboundary water resources in the Lake Chad Basin; (ii) the conservation of the ecosystems of the Conventional Basin; (iii) the promotion of regional integration, the preservation of peace and security in the Conventional Basin. This is particularly through the implementation of projects and programmes aimed at improving access to drinking water, strengthening the resilience of populations to climate change and consolidating peace and security in the region. In recent decades, however, the LCBC has been facing complex multidimensional challenges such as environmental degradation, poverty, insecurity, drastic reduction in the surface area of the lake, due to droughts, excessive exploitation of resources and climate deterioration, etc.

THE FUNCTION

Under the responsibility of the Head of the Division of Finance and Accounting, the Budget Officer will have the main mission of providing support to the Division of Finance and Accounting of the LCBC. The incumbent will also provide support in bookkeeping and other financial management tasks.

THE ROLE

KEY RESPONSIBILITIES



The duties and responsibilities of the Budget Officer position include, but are not limited to, the following:

- Identify and coordinate the activities of staff responsible for preparing, monitoring, and presenting the budget for the control of funds to implement the objectives of the programs of public and private organizations;
- Direct and contribute to the compilation of data based on past and recent statistical studies and analyses to prepare the budget and be able to justify the funds requested;
- Reconcile budget allocations for specific programs with those of the Divisions, including emergency funds;
- Periodically review the recurrent budget to analyze trends in budget requirements;
- Collaborate with Heads of Units to ensure that amendments have been made under changes to the program to facilitate long-term planning;
- Direct and prepare special and regular budget reports, interpret budget guidelines, and put in place policies for the implementation of those guidelines;
- Prepare comparative analyses of recurrent activities through cost analysis concerning services rendered during the previous fiscal year and submit reports to decision-making entities with recommendations for budget revisions;
- Present the proposed budget to the decision-making bodies with detailed reports to obtain approval of the estimated budgetary needs;
- Coordinate the functions of the budget department's staff, including training, work schedule, promotions, handovers, and performance evaluation;
- Initiate ongoing short- and long-term studies.

QUALIFICATIONS AND EXPERIENCE

- Be a holder of a Bachelor's degree in Public Administration, Business Administration, Organizational Development, Public Financial Management or a related field;
- Have at least five (5) years of (progressive) experience in budget planning and management in a recognized international organization;
- Thorough knowledge of accounting principles required for detailed budgetary and financial analysis and handling of a wide range of fiscal matters of the Unit and other departments;
- Excellent writing skills required to produce professional reports and clear and concise correspondence;
- Sensitive to details with a very high level of precision;
- Sound organizational skills to work independently and prioritize under stress;
- Proven skills in the field of financial analysis and budget control with operational knowledge of general accounting practices and principles;
- Demonstrated skills in formulating and implementing financial standards and policies to ensure accountability and compliance with policies and procedures.
- Fluency in English and/or French language;
- Commitment to high ethical standards, integrity and transparency;
- **Age limit: Maximum 44 years old.**



To apply, please send your application (Letter of motivation, Curriculum vitae, Criminal records dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons (preferably the last employer), by, with the words "Application for the position of Budget Officer" at the LCBC Executive Secretariat, Place de la Grande Armée, N'Djamena, Chad – P.O. Box 727 or by email at : vacancy@cblt.org

Please note that the LCBC guarantees equal opportunities for everyone, promotes the diversity of its team and a zero-tolerance policy for bribery and corruption. In addition, it does not accept any payment as part of this recruitment process. Only shortlisted candidates will be contacted.

In the event of a final selection, the following will be required:

- *The originals of the highest diplomas declared;*
- *A copy of the criminal records dated less than three months;*
- *A certificate of medical check-up and follow-up issued by an occupational physician;*
- *Other personal documents (civil status certificates of family members, etc.)*