



ToRs – DIRECTOR OF ADMINISTRATION AND FINANCE (DAF)

Job description

Job title	Director of Administration and Finance (DAF)	Type of contract	3-year fixed-term contract, renewable only once
Duty station	N'Djamena, Chad	Staff under his/her responsibility	XXX
Supervisor	Executive Secretary	Category	C1 of the working regime of LCBC

ABOUT LCBC

The Lake Chad Basin Commission (LCBC) is an Inter-State Organisation 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, undue exploitation of resources and climate deterioration, etc.

THE FUNCTION

Under the direct supervision of the Executive Secretary, the Director of Administration and Finance (DAF) works with the Directorates and Divisions to ensure that finances and administrative activities are managed effectively, in accordance with the Commission's overall standards. He/She is the guarantor of the implementation of an effective internal control system, and for ensuring compliance with local tax standards and those of donors. The DAF is responsible for financial and admin data analysis, and making proposals for adjustments based on outcomes of the analysis, as well as participation in the Management Team (MT) meetings.

THE ROLE

The role of the DAF is to ensure the effective and professional management of the financial and the administrative divisions of the Commission. As such, he/she is responsible for developing and executing financial and administrative strategies, as well as evaluating and improving processes and procedures. Thus, his/her essential role is to develop and oversee

financial strategies, ensure compliance with relevant regulations, and provide accurate analysis to support decision-making. He/She contributes to ensure sound financial management, and helps the Commission achieve its economic objectives while ensuring that the guidelines and strategies defined with the Executive Secretariat are complied with.

KEY RESPONSIBILITIES

The position of DAF requires an extensive knowledge and experience in financial management, budgeting, financial reporting, accounting and analysis, as well as proven experience in overseeing administrative functions such as human resources, facilities management and general operations. Therefore, the main duties and responsibilities of the DAF include, but are not limited to, the following:

- Ensure the presentation of appropriate, timely and accurate financial statements and reports for the Commission and its partners in accordance with internationally accepted accounting principles;
- Ensure compliance with internal accounting and financial procedures and policies of the Commission;
- Strong analytical skills to interpret financial data, identify trends and make recommendations;
- In collaboration with the executive secretary, coordinate the discharge of all statutory responsibilities of the Organization;
- Ensure the availability of all supporting documentation for the annual audit, and liaise with the Audit Committee and external auditors, as appropriate;
- Ensure the establishment of financial accounting systems for cash management, credit accounts, debit accounts, credit control and petty-cash expense;
- Implement policies and procedures to ensure that staff and financial information are provided and stored in accordance with applicable rules and procedures;
- Manage the acquisition of fixed assets and ensure that they are properly recorded, amortized, and disposed of as appropriate;
- Demonstrate leadership in the provision of consistent financial statements in a timely manner, in accordance with contractual agreements;
- Ensure the functionality of LCBC's Information Technology system;
- Oversee and guide the Commission on risk management policies and procedures to minimize program and organizational risks;

In addition, the DAF must be a leader who can communicate clearly and make decisions wisely. He/she should have the following:

- Excellent leadership, management and communication skills, and experience in leading a multidisciplinary and multicultural team;
- Good organizational skills, with the ability to prioritize effectively and adapt rapidly to change;
- Oversee the administrative function of the Organization;
- Commitment to high ethical standards, integrity and transparency;
- Provide leadership and guidance to the following functions of the position: Head of Division of Finance and Accounting, Head of Division of HRs and Administration; and Head of Division of Information, Communication and Technology.



QUALIFICATIONS

- Be a holder of Master's degree (BAC+5 years) in Accounting, Commerce or Business Administration, and related fields;
- At least 20 years of experience in administrative and financial management;
- Professional certification is an asset;
- 15 years of professional experience in a supervisory and managerial position in a similar context, 10 years of which should be at regional or international levels.
- Knowledge of internationally recognized administrative and accounting procedures;
- Knowledge of the administrative and accounting laws of the LCBC member States;
- Knowledge of the international legislation on labor and employment standards, occupational safety and hygiene, human rights, etc.;
- Proficiency in use of computer tools and accounting software is required;
- Good command of the English or French language. Mastery of both languages will be an advantage.
- Age limit: Maximum 53 years old

To apply, please send your application (Letter of motivation, Curriculum Vitae, Copy of the criminal record dated less than 3 months, legalized copies of diplomas and work certificates, with 3 employer reference persons preferably the previous employer, by, with the wording "Application for the position of Director of Administration and Finance (DAF)" at the LCBC Executive Secretariat, Rond-Point 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.