

**COMMISSION DU BASSIN
DU LAC TCHAD**



**LAKE CHAD
BASIN COMMISSION**

Boîte Postale 727 N'djamena - Tchad
Tél. :+235 22 52 41 45 / 22 52 40 29 Fax :+235 22 52 41 37
E-mail : cab@cblt.org ; cblt.lcbc@gmail.com ; parfebalt@cblt.org

Terms of reference

**Recruitment of an Admin and Finance Assistant for the
Coordination of the Technical Assistance Project for the
Restoration of the Ecological and Economic Functions of
the Lake Chad Basin (PARFEBALT)**

March 2026

1. Context and Justification

The Lake Chad Basin Commission (LCBC) is an intergovernmental organization created in 1964 by the riparian states of Lake Chad to ensure the sustainable and equitable management of the basin's waters, the preservation of associated ecosystems, and the promotion of regional integration. It provides the institutional framework for cooperation between Cameroon, Niger, Nigeria, the Central African Republic, and Chad, playing a strategic role in the stability, economic development, natural resource management, and climate resilience of the Lake Chad Basin.

Over the years, the LBC has led several major initiatives supported by its technical and financial partners, notably the African Development Bank (AfDB), aimed at rehabilitating ecosystems, strengthening community resilience, improving water governance, and promoting regional security and stability. These initiatives include structural programs such as PRODEBALT, PRESIBALT, and PARSEBALT, which have enabled the accumulation of significant operational and institutional experience.

However, despite these efforts, the Lake Chad basin continues to face major challenges such as ecological degradation and reduction in the lake's surface area; increasing climate variability; increased demographic and anthropogenic pressure; poor hydrometeorological data for decision-making; persistent insecurity and institutional and socio-economic fragility in the region.

To respond to these challenges and in line with regional strategic guidelines, in 2022 the LCBC adopted the Lake Chad Basin Strategic Action Program (SAP) for the period 2023-2035. Within this framework, the AfDB is supporting the Commission through the Technical Assistance Project for the Restoration of the Ecological and Economic Functions of the Lake Chad Basin (PARFEBALT).

This project aims to :

- Strengthen hydrological, hydrogeological, and ecological knowledge of the basin,
- Prepare and structure a major regional investment program,
- Improve gender- and conflict-sensitive water governance,
- Support the mobilization of international financial resources.
- Strengthen the institutional capacities of the LCBC.
- Contribute to climate resilience and stabilization in the region.

To ensure effective implementation in accordance with AfDB standards and member state requirements, it is essential to have a dedicated, multidisciplinary, and fully operational Project Management Unit (PMU). The PMU, housed within the Technical Department of the LCBC, will be responsible for planning, execution, technical supervision, fiduciary management, and monitoring and evaluation of the PARFEBALT.

To support PARFEBALT Coordination in ensuring smooth administrative and financial operations, LCBC wishes to recruit an Administrative and Financial Assistant for the project coordination team to support the implementation of the PARFEBALT Project.

2. Responsibilities of the Administrative and Financial Assistant

The duty of the Administrative and Financial Assistant is to support the smooth administrative, logistical, and financial operation of the PARFEBALT project in accordance with:

- ❖ The procedures of the African Development Bank (AfDB)
- ❖ The financial and administrative procedures of the LCBC
- ❖ The LCBC's Administrative, Financial, and Accounting Management Manual for Projects and Programs
- ❖ The rules for budget monitoring and expenditure justification

+ Specifically, he/she is responsible for:

→ 3.1 Administrative management

- + Provide administrative support to the PMU (mail, filing, physical and digital archiving).
- + Support the organization of project meetings, workshops, training sessions, and missions (reservations, logistics, attendance lists, minutes).
- + Manage reception, telephone communications, and incoming/outgoing mail.
- + Monitor the management of equipment: supplies, consumables, equipment, maintenance.
- + Support the preparation of contracts for staff, consultants, service providers, and suppliers.
- + Keep the contract register, fixed asset register, and project inventory up to date

→ 3.2 Financial and accounting management

Under the supervision of the Project Accountant, he/she will be responsible for:

- + Support the entry of financial transactions into the accounting system (TOM2PRO or equivalent).
- + Prepare supporting documents for expenses and ensure their compliance with AfDB/LCBC rules.
- + Participate in monitoring disbursements and preparing requests for fund withdrawals.
- + Assist in preparing monthly bank reconciliations.
- + Participate in the preparation of quarterly and annual financial reports.
- + Support the preparation of financial files for internal and external audits.
- + Ensure the secure filing of financial documents (physical and electronic filing).
- + Etc.

3. Profile required

- Hold at least a higher education degree in the fields of law, administration, finance, accounting, or management (at least a bachelor's degree) or equivalent.
- Have three (03) years of professional experience in administrative and financial roles.

- Have at least one (01) year of experience in a similar position in the public or private sector or in development projects and programs.
- Have knowledge of administrative writing and personnel management.
- Have a good knowledge of development project financing mechanisms in general and multilateral donor procedures in particular.
- Experience in using one or more accounting and financial management software programs would be an asset.
- Demonstrate proficiency in commonly used software applications (Word, Excel, PowerPoint) as well as email and internet tools.
- Ability to work in a team and under pressure.
- Fluency in one of the following languages: French or English, and good knowledge of the other.
- Adherence to the highest standards of ethics, integrity, and transparency

4. Contract Duration

The Administrative and Financial Assistant's contract is for one year, renewable, with a three-month trial period. However, he/she will be evaluated annually, and the renewal of his/her contract will be subject to a performance evaluation deemed acceptable by the Lake Chad Basin Commission.

5. Constitution of application

The application file must include the following documents:

- a) A detailed, dated, signed, and certified curriculum vitae highlighting the candidate's qualifications, experience, and skills, and including at least two relevant references and the full contact details of employers.
- b) Copies of certified diplomas and work certificates.
- c) Female applicants are strongly encouraged to apply.

6. Evaluation Criteria

Consultants will be evaluated based on their application files, according to the following criteria and scoring scale:

CRITERIA	POINTS
Hold at least a higher education degree in the following fields: Law, Administration, Finance, Accounting, or Management (at least a bachelor's degree) or equivalent	10
Have three (03) years of professional experience in administration and finance.	20
Have at least one (01) year of experience in a similar position in the public or private sector or in development projects and programs;	30

CRITERIA	POINTS
Have knowledge of administrative writing and personnel management	10
Have a good understanding of the mechanisms for financing development projects in general and the procedures of multilateral donors in particular;	10
Fluency in one of the languages: French or English, and a good command of the other is an asset	5
Experience using one or more accounting and financial management software programs would be an asset;	5
Proficiency in commonly used software applications (Word, Excel, PowerPoint) as well as email and internet tools;	10
TOTAL	100

The minimum score required to be shortlisted is 75 out of 100.

Candidate with the highest total score above the minimum score will be invited to negotiate a contract.

In the event you are selected for the final stage, the following documents will be required:

- Originals of the diplomas declared and work certificates,
- A copy of the criminal record dated less than three months,
- A medical certificate issued by a doctor.

7. Place of Work

The place of work is N'Djamena in Chad.

Please note that LCBC guarantees equal opportunities for all, encourages diversity within its team, and has a zero-tolerance policy on fraud and corruption. Furthermore, it does not accept any payments as part of this recruitment process. Only shortlisted candidates will be contacted.

Amb. IBRAHIM BABANI
Executive Secretary

