

WEST AFRICAN HEALTH ORGANISATION (WAHO)

CALL FOR EXPRESSION OF INTEREST

(Individual Consultancy Service)

Reference No FM/TEND/AMI/2017/023/bk *Pa* *Q*

To Support Management of the:

West Africa Regional Disease Surveillance Capacity Strengthening Project (WARDS)

Regional Disease Surveillance Systems Enhancement (REDISSE) Project

Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD)

Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD)

JOB TITLE: FINANCIAL MANAGEMENT SPECIALIST

Introduction

The West African Health Organisation (WAHO) is the health institution of the Economic Community of West African States (ECOWAS). His mandate is to ensure the attainment of the highest possible standard and protection of health for the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region; therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries in the ECOWAS region and a central tenet of WAHO activities.

The World Bank has provided grants to ECOWAS for WAHO to implement various health projects including (WARDS, REDISSE, SWEDD and SM/NTD).

It is against this backdrop that WAHO seeks to recruit a qualified and experienced Financial Management Specialist (FMS).

Main Purpose of the Assignment

The Financial Management Specialist will be responsible for managing the projects finances and accounting, and fulfilling all financial reporting requirements based on the guidelines and procedures pertaining to financial management under ECOWAS regulations and the World Bank funded project.

Duties and Responsibilities

The Financial Management Specialist will establish a financial sub-system within the WAHO financial management system for the project. S/he will ensure the efficient delivery of the financial management functions of the project, reporting to Projects Management Unit Coordinator and working in close collaboration with WAHO Budget Officer and Accountant.

The incumbent shall specifically undertake the following:

1. Internal control system

- Establish and maintain suitable internal control procedures;
- Review and submit to the Project Coordinator monthly bank reconciliations for all bank accounts.

2. Planning and budgeting

- Prepare consolidated Budgets/Cash Flow Projections;
- Prepare the Budget execution report.

3. Accounting

- Ensure that accounting records, including bank accounts, are kept up-to-date.

4. Treasury management

- Ensure that all payments are done in line with the financing agreements;
- Prepare replenishment requests to the World Bank.

5. Financial reporting

- Prepare the consolidated Quarterly and Annual Project Financial Statements and Annual Financial Monitoring Reports (FMR);
- External audit
- Spearhead contracting annual external audits and acting as key liaison of the project with the external auditors;
- Follow-up on any audit queries/management letters.

6. Others

- Contribute to financial management piece/input of talking points and speeches for major advocacy events organized by/attended by WAHO in close consultation with member states, partners and other stakeholders;
- Review information technology issues related to financial management and coordinating revisions/modifications to systems with systems experts;
- In conjunction with the Projects Management Unit General Coordinator, monitor performance against financial performance indicators.

Required Qualifications, Experience and Skills

The FMS must meet at least the qualifications defined below.

- A Bachelor's degree in financial management, or accounting (DESS, MASTER, MBA or equivalent). Professional certification (DECS, DESCF, MSTCF, CPA, CA, ACCA) is an added advantage;
- Proven experience of at least seven (7) years in an accounting and financial department or at least four (4) years if this experience has been acquired at a senior level (Finance and Accounting Officer, Chief Accountant, Etc.) in a Project or in a company. Experience in an audit firm would be an asset;
- Knowledge of the World Bank's current financial management requirements would be an advantage;
- Strong knowledge of International Public Sector Accounting Standards and International Reporting Standards;
- Application of financial reporting systems and software packages;
- Demonstrated experience working in a multicultural environment and with senior level professionals;
- Demonstrated capacity building experience;
- Knowledge of at least one of the three official languages (French, English, Portuguese) spoken in the ECOWAS region. Proficiency in spoken and written English is an asset;

- In addition, the candidate must have (i) a good sense of organization and budget planning; (ii) a spirit of initiative and a sense of anticipation; (iii) communication skills; (iv) the ability to put in place procedures for the management and sharing of financial information; and (v) experience working under pressure and in order to meet project deadlines.

Duration, Duty Station and Nature of Appointment

This is a World Bank- funded Consultancy position under WAHO's PMU. The Financial Management Specialist will be appointed for a period of one (1) year subject to three (3) months' probation. The contract may be renewed based on satisfactory performance and availability of funds. Attractive consolidated remuneration package.

The Financial Management Specialist will be based at WAHO Headquarters in Bobo- Dioulasso, Burkina Faso. He or She will travel across the ECOWAS region as required;

Consultants interested in this notice are invited to express their interest. They should provide information that they have the required qualifications and relevant experience to perform the services (**Cover letter indicating the position applied for, detailed Curriculum Vitae - including description of past similar assignments, and experience - and copies of supporting documents**).

The desired consultant will be selected in accordance with the procedures for the selection of individual consultants as set out in the World Bank's Guidelines: Selection and Employment of Consultants by the World Bank Borrowers (ed. January 2011, revised in July 2014) available on the World Bank web site <http://www.worldbank.org>

Information, Deadline and Address for Submission of Applications


Further information may be obtained during work hours: **From Monday to Friday 08:00 to 16:00 GMT from the WAHO at the address below.**

Interested and qualified individual Consultants should express their interest by submitting their applications (in person, by post or email) to the address below:

Dr. Xavier CRESPI
Director General
West African Health Organization
01 BP 153 Bobo-Dioulasso 01
Tel: +226 20 97 57 75 / +226 20 97 01 00
Burkina Faso
Email: offres@wahooas.org

The top right corner of the envelope or the subject of the email must indicate the position applied. The deadline for receipt of applications is **31 August 2017 at 11:00 hours GMT.**

WAHO will not be held responsible for any costs or expenses incurred by the individual Consultant in connection with the preparation or submission of the EOI.


 for
Dr. Xavier CRESPI
Director General



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ORGANISATION OESTE AFRICANA DA SAUDE
WEST AFRICAN HEALTH ORGANISATION
BOBO DIOULASSO - BURKINA FASO