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#### WEST AFRICAN HEALTH ORGANISATION

#### JOB PROFILE

**Job Title : Head of Administration and Finance**

**Grade : P5**

**Annual Salary: USD 52,273 - USD 59,100**

**Status : Permanent**

**Reports to : Executive Director - RCSDC**

**Location : Abuja, Nigeria**

**Reference : ECW/WAHO-CDC/3**

**Summary**

The incumbent is responsible for planning, co-coordinating and directing the organization’s work in Administration, Human Resources, Finance and Support such as travel, procurement, inventory, vehicles and drivers, printing and mail, facilities management, safety and security and visa, language and protocol services.

**Duties and Responsibilities**

1. Ensure compliance with financial procedures of the various financing agreements of the Centre and the manual of procedures;
2. Undertake the financial planning of the Centre;
3. Operate and keep the special accounts up-to-date: create a recording and filing system of financial documents of the Centre;
4. Create and implement a management control system;
5. Supervise the bookkeeping and cash management of the Centre;
6. Prepare and provide assistance to external audit missions;
7. Participate in drafting the mid-term and annual reports on the activities of the Centre;
8. Prepare and monitor the implementation of the Centre’s budgets and analyse implementation variations;
9. Co-sign with the Executive Director of the Centre all financial documents, including the envisaged payment modes (transfers, cheques, cash);
10. Prepare and present monthly financial statements, especially quarterly management and financial reports for donor reviews;
11. Ensure the preparation of periodic reports on the status of the accounts and bank reconciliations;
12. Ensure the management of special accounts and follow up the direct payments;
13. Follow up the invoices of the suppliers and prepare for payments;
14. Administration and human resource management: keep personal files, subscribe to health insurance contracts, pay pension contributions, monitor staff retirement, performance appraisals, training, recruitment, salaries and other benefits, staff welfare, etc...
15. Organize and direct staff in varied administrative functions ensuring adherence to the organization’s policies and procedures and the effective and efficient delivery of administrative, technical and support services throughout the organization;
16. Ensure  the induction  of new recruits;
17. Manage staff travels and missions**;**

**Qualifications/Experience/Skills**

1. A Bachelor’s Degree or equivalent in Finance, Accounting, Management or Administration;
2. Chartered membership in Accounting or Management, Administration would be an advantage;
3. At least 10 years of effective professional experience, including two (2) years at a supervisory level, in Financial Management, Accounting for projects financed by international donors and a strong knowledge of administration and human resources management,
4. Possession of higher degree would reduce the required professional experience to eight (8) years;
5. Previous experience  as Administrative Manager (administration and human resources and assets) and Finance Officer or any relevant experience;
6. Good knowledge of some financial and accountancy software for the monitoring of  donors resources ( European Union, World Bank, AFD, AfDB or KFW);
7. Good knowledge of the disbursement procedures for donors ( European Union, World Bank, AFD, AfDB or KFW);
8. Good understanding of all Human resource instruments and techniques and the social legislation, etc. would be an advantage;
9. Professional experience in the establishment  of procedures and manuals of procedures;
10. Ability to identify the requirements and adapt them to the relevant solutions;
11. Good analytical and deductive skills, sense of organisation and ability to work in a team;
12. Have sense of judgment and initiative;
13. Ability to establish and maintain good working relations with colleagues and other members of staff of different nationalities and cultures.

**Age**

Candidate must not be more than 50 (fifty) years of age at the point of recruitment and must be an ECOWAS citizen.

**Language:**

Must be fluent in one of the official languages of the Community; English, French and Portuguese. A working knowledge of another would be an advantage.