

**AFRICAN DEVELOPMENT BANK
VACANCY ANNOUNCEMENT ADB/11/TA012¹**

Position Title: Principal Budget And Finance Officer	Grade: PL 4	Position N°: 50069754	Closing date: 5 NOVEMBER 2011
Department: ASSOCIATION FOR THE DEVELOPMENT OF EDUCATION IN AFRICA (ADEA)	Supervisor's Title: Executive Secretary (Director)		
<p>Context: The Association for the Development of Education in Africa (ADEA) is a forum for policy dialogue on education. It acts as a catalyst in promoting innovative policies and practices through the pooling of ideas, experiences, learning and knowledge. Its overall goal is to contribute to the development of equitable and high quality education through the concerted efforts of African governments and their partners. The main components of ADEA are: the Steering Committee, the Executive Committee, the Bureau of Ministers, the Secretariat and the Working Groups. The Secretariat administers ADEA's work programs and budget, implements major activities including the Triennales, organizes statutory meetings, manages communication and knowledge management and coordinates the work of ADEA's Working Groups.</p> <p>Duties and Responsibilities: The Budget and Finance Officer will report to the Executive Secretary and manage a budget of over USD9, 000,000 per annum. He/she will be de facto head of both budgets and accounting functions of ADEA.</p> <p>Budget Planning</p> <ul style="list-style-type: none"> • Prepare on the basis of ADEA's workplan the annual budget for presentation to ADEA's Executive Committee and Steering Committee for review and approval; • Prepare and obtain approval of detailed budgets for specific activities, based on the annual budget; • Supervise annual funds allocations according to the approved budget; • Follow up on contribution agreements with development partners and as delegated, negotiate with agencies renewals of such agreements; • Coordinate the preparation of new grant agreements in collaboration with the Executive Secretary and AfDB; • Forecast ADEA's cash flow; • Set up and update ADEA's budget system within SAP, in collaboration with AfDB; • Set up guidelines for ADEA staff and Working Groups in the preparation of detailed budgets for their activities. <p>Financial Management</p> <ul style="list-style-type: none"> • Maintain ADEA's accounts in full compliance with financial regulations in accordance with the Memorandum of Understanding signed with AfDB; • Provide complete and accurate accounts to facilitate prudent management of ADEA's financial resources and satisfy standard audit requirements; • Build and maintain effective and successful relationships with key internal and external stakeholders, such as AfDB finance department, finance experts of development partners and Working Group host agencies; and alert the Executive Secretary if and when issues arise; • Prepare and facilitate the annual external audit exercise and provide auditors with all relevant information necessary to carry out their assignment; • Monitor payment status of Steering Committee members' annual membership contributions and facilitate timely payment of dues; • Follow up on other financial contributions with donor agencies; • Oversee income and expenditure in SAP and on bank accounts, and ensure correct accounting; • Monitor correct budget implementation and related purchase orders according to approved workplans and budgets and advise on budget imputation; • Monitor ADEA's overall budget implementation, and issue monthly and quarterly internal reports; • Monitor the use of funds from contribution agreements with restricted funding; • Certify payments and debits of purchase orders, liquidation and obligation processes; • Certify and monitor payments of invoices, and coordinate disbursements to Working Groups and partners based on contribution agreements; • Supervise the payment of per diems and other payments during ADEA meetings, activities and events; • Manage ADEA's petty cash and submit monthly expenditure reports to AfDB; • Verify financial reports received from Working Groups and partners on disbursed funds; • Prepare timely financial reporting for restricted contributions; • Certify financial reports to development partners and to external auditors; • Generate financial tables for the general programme and Working Group activities to be included in ADEA's annual report; • Provide advice and support to the Executive Secretary, Working Groups, staff and partners on the application of financial rules and regulations; • Perform other duties, as delegated by the Executive Secretary. <p>Selection criteria (including desirable skills, knowledge and experience):</p> <ul style="list-style-type: none"> • Minimum a Master's degree (or its university equivalent) in finance, accounting or related fields; • Preferably a minimum of 5 years of relevant work experience; previous exposure to international, multicultural contexts would be an asset; capacity for conceptual and strategic analysis and good command of budget planning and management matters; • Capacity to diagnose and resolve multiple, concurrent problems; • Ability to manage multiple and simultaneous and shifting demands, priorities and tight deadlines; • High level skills in communication and negotiation as well as ability to build partnerships with a broad range of clients and deliver results that meet the needs and long-term interests of clients within and outside the Complex; • Competence in the use of ERP Systems (preferably SAP) and standard MS office applications (Word, Excel, Access and PowerPoint); • Excellent written and verbal communications skills in English and/or French. 			
Submitted by: Mohamed Mahdi YOUSOUF, Division Manager, CHRM.1			Date :
Approved by: Gemina ARCHER-DAVIES, Director, CHRM			Date :

Only applicants who fully meet the Bank's requirements and are being considered for interview will be contacted. Applicants will only be considered if they submit an online application, and attach a comprehensive Curriculum Vitae (CV). The President, AfDB, reserves the right to appoint a candidate a lower level. The Development Bank is an equal opportunities employer and female candidates are strongly encouraged to apply. <http://www.afdb.org>

¹ This is a Technical Assistant (TA) position; it is not a regular position of the Bank.