COMISSÂO DA CEDEAO

ECOWAS COMMISSION

COMMISSION DE LA CEDEAO

VACANCY ANNOUNCEMENT

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is a specialized agency of the Economic Community of West African States (ECOWAS) with a public mandate to promote renewable energy and energy efficiency markets in the ECOWAS region.
The Ouagadougou Declaration, adopted at the ECOWAS conference for Peace and Security on 12th November 2007 in Burkina Faso, articulated the need to establish a regional center to promote Renewable Energy and Energy Efficiency. In 2008, the 61st Session of ECOWAS Council of Ministers adopted regulation C/REG.23/11/08 to give the ECOWAS Center for Renewable Energy and Energy Efficiency a legal basis. The ECREEE Secretariat was subsequently set up in November 2009 in Praia, Cape Verde.

This post is located at the Secretariat of the ECOWAS Centre on Renewable Energy and Energy Efficiency (ECREEE) based in Praia, Cape Verde. Under the supervision of the Executive Director, the duties of the:

ACCOUNTING FINANCE ASSISTANT (1 Position) ***Locally recruited position***

- Department: ECREEE Executive Secretariat
- Directorate: **ECREEE**
- Grade: **G5/1**
- Annual Salary: **U.A. 12,465 + post adjustment**
- Supervisor: **PO Accountant**
- Duration: **Temporarily (6 to 12 months)**
- Duty Station: **Praia, Cape Verde**

Duties and Responsibilities

- Assisting with Accounts payable ledger and payments;
- Assisting with project-related payments according to the work programme of ECREEE;
- Assist with review and processing staff expense claim and travel forms;
- Provide general filing and administrative support to the finance department ;
- Assist with the maintenance of detailed records of budget estimates, obligations and available balances, producing forecasts of expenditure; reconcile divisional accounts with central accounts;
- Prepare or review administrative documents relating to the employment of staff, personnel services, travel, purchase of equipment or other contractual arrangements ensuring that they comply with the ECOWAS Financial regulations, ECOWAS accounting regulations and other ECOWAS policies and procedures;
- Assist with periodic preparation of programme, budget, financial statements, reports and administrative correspondence relating to the above;
- Any other duties assigned by the Executive Director of ECREEE

Qualifications/Experience/Skills

Educational Qualification

- Minimum BAC or Ordinary National Diploma in Accounting/Finance, Administration or equivalent certificate/training in commercial or related field;

Experience

- 6 years relevant work experience
- Knowledge of accounting software, SAP is desirable
- Proficient use of processing tools (Word, Excel, PowerPoint and Access) internet, electronic mail and financial/administrative systems. Experience with content management systems of websites is desirable;
- Good interpersonal skills
- Communication skills
- Team building
- Accounting and book keeping skills;

Age

Candidates should not be 50 years old or over at the time of recruitment and must be a citizen of one of the ECOWAS member states.

Language

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