



BP. 5059 Nouakchott République Islamique de Mauritanie, Tel. +222.45255688, <http://www.grandemurailleverte.org>

INTERNATIONAL CALL FOR APPLICANTS TO THE POSITIONS:

- **CHIEF OF THE FINANCES, THE ACCOUNTING AND PROCUREMENT,**
- **INTERNAL AUDITOR AND MANAGEMENT CONTROLLER.**

February 21th to April 5th, 2017

1. **CONTEXT:** The Pan-African Agency of the Great Green Wall (PAGGW) is an inter-states organization with international legal status. It was created under the aegis of the African Union on June 17th 2010 in N'Djamena (CHAD) during the 1st Summit of the Heads of States and Governments of the members States: **Burkina Faso, Djibouti, Eritrea, Ethiopia, Mali, Mauritania, Niger, Nigeria, Senegal, Sudan and Chad.** The objective is the achievement of the Great Green Wall. She is relayed in each Member State by a GGW national structure.

The Executive Secretary (CEO) of the Pan-African Agency of the Great Green Wall (PAGGW) informs nationals of the Agency's members States, that posts on **Internal Auditor and Management controller and Chief of the Finances, the Accounting and Procurement** are opened at the PAGGW's Headquarters in Nouakchott (Islamic Republic of Mauritania). The call is restricted to nationals of Members States of the Pan-african Agency of the Great Green Wall.

2. **TITLE OF THE POST: CHIEF OF THE FINANCES, THE ACCOUNTING AND PROCUREMENT,**

2.1. Specifications: Immediate Superior: Administrative and Financial Director (AFD), Duty Station: Nouakchott (Islamic Republic of Mauritania), Ranking of Position: P3 to 5, Required Age: at most 50 years old

2.2. Main tasks and Responsibilities (indicative):

Under the responsibility of the upper hierarchy; (i) ensure the reliability of the accounts and the financial and accounting records of the Pan-African Agency of the Great Green Wall, prepared in accordance with administrative, accounting and financial procedures and standards of the PAGGW, (ii) guarantee the accounting and procurement activities in terms of organization, timely delivery and procedures, (iii) propose main guidelines of controls and indicators to be set up, as well as a reporting framework addressed to the Chief Executive Officer (CEO), (iv) prepare in relation with hierarchy, the financial reports, the annual budget of the Agency and the implementation plans in accordance with strategic financial choices, (v) carry out the accounting entries, prepare the periodical situations (monthly, quaterly...), (vi) organize and assist the audit and account certification missions, (vii) participate in the preparation of the funding strategy and for external cash budgets in the short or medium term; (viii) organize and implement the process of control and payment of the invoices and contractual commitments, calculation and payment of wages and other entitlements, tax and social security contributions, (ix) maintain and secure of financial documents (listing, accounting records...), supervise the management of the cash headquarters, prepare monthly the statements on banks, ensure the maintenance of expenditure and revenue vouchers, managing the vehicle fleet and carry out annual physical inventory of fixed assets; (x) ensure the regularity of the procurement process in the Agency; ensure the well-use of market management tools tailored to the needs of the Agency, including the annual procurement plan and its periodic updating ; develop monitoring mechanisms for the execution of contracts, procedures and practices necessary for the transparency of the procurement system, including the filing system; ensure the proper management of ongoing calls for tender.

2.3. Experiences and skills: Expert in Finances and Accounting, at most 50 years old with proved competence and experience in procedures, tenders and procurement, with at least five (05) years of professional activities in this position (stages duration not considered) among which three (03) years at the position of manager in financial and accounting management and specialist on procurement within public or private administration or a national or international Agency.

2.4. Degrees: holding at high level Degree at least Master (5 Years) in Finance and accounting from recognized universities or colleges.

3. **TITLE OF THE POST: INTERNAL AUDITOR AND MANAGEMENT CONTROLLER,**

3.1. Specifications: Immediate Superior: Chief Executive Officer (CEO), Duty Station: Nouakchott in Mauritania; Ranking of the position: P3 to P4; Required age: at most 50 years old.

3.2. Main duties and responsibilities:

The internal Auditor and management controller assists the CEO in all managerial missions and control of functional organization, procedures of the Agency and namely: (i) Define the Objectives and Plan of Department of internal audit and management control; (ii) Ensure the good enforcement of the procedures and norms of the Agency and its refreshment; (iii) Keep safe the Agency's assets and ensure the respect of destination of funds allocated by members States and donors in accordance with conditions of finance arrangements, conventions and memorandum of understanding; (iv) Ensure with the administrative and financial department a follow up for the development and execution of the Agency's annual budget and the management of the Human Resources; (v) Implement and animate an efficient strategy for the quality/management label control and the help of decision making to the Executive (dashboard, reporting, warning system, etc.) enabling the measurement, the control and improvement of the Agency's management performances; (vi) Develop in a periodical way an audit report on budget execution and the follow up of execution progress of the implementation plans of the projects and programs and formulate recommendations; (vii) Ensure the availability and reliability of the reporting system to the Executive Secretary (CEO).

3.3. Competences, experiences and skills: A high level executive at most 50 years old, justifying at least five (05) years (without the years of training course) of work experience among which three (03) years at the position of audit and management control within public or private administration or a national or international Agency.

3.4. Degrees: Holder of a high level Degree at least master (5 years) in Audit and Management Control from recognized high Schools or Universities.

4. **QUALITIES FOR POSITIONS:** Anticipation, Authority, rigor, analysis and synthesis capacity, leadership ability, moral integrity.
5. **LANGUAGES FOR POSITIONS:** Very good command of French and enough fluency in English or vice versa.
6. **APPLICATION FORM FOR THE POSITIONS:** (i) PAGGW information sheet (to download), (ii) valid medical certificate dated less than two (02) months, (iii) certificate of nationality (iv) police record dated less than three (03) months (v) certified copies of degrees, diplomas, certificates and licenses obtained, (vi) detailed and explicit Curriculum vitae dated and signed by the applicant, (vii) a letter of motivation addressed to the Executive Secretary indicating the motivations and reasons of the applicant to the post.
7. **SUBMISSION OF APPLICATIONS FOR THE POSITIONS:** Applications are submitted from 21th February to 05th April, 2017, to the PAGGW's Executive Secretary either by express post mail at the address: Pan-African Agency of the Great Green Wall P.Box.5059 Nouakchott, Islamic Republic of Mauritania (the postmark as proof), either by direct application in the website address: recrutementfevrier2017@grandemurailleverte.org and copies to daf.apgmv@grandemurailleverte.org and ase.apgmv@grandemurailleverte.org

The Chief Executive Officer
Prof. Abdoulaye DIA