International call for applications to the following position: **FINANCE, ACCOUNTING AND PROCUREMENT OFFICER** from March 20\textsuperscript{th} to May 04\textsuperscript{th} 2020

1. **BACKGROUND:** The Pan-African Agency of the Great Green Wall is an inter-state organization with an international legal status with eleven (11) Member States: Burkina Faso, Chad, Djibouti, Eritrea, Ethiopia, Mali, Mauritania, Niger, Nigeria, Senegal and Sudan. Its objective is the construction of the Great Green Wall. It is supported in each Member State by a national GGW structure.

The CEO of the PAGGW informs the nationals of the Agency’s Member States that a position as Finance, Accounting and Procurement Officer is open for application within the Agency’s headquarters in Nouakchott (Islamic Republic of Mauritania). The international call for applications shall be restricted to the nationals of the Pan-African Agency of the Great Green Wall Member States.

2. **JOB TITLE:** **FINANCE, ACCOUNTING AND PROCUREMENT OFFICER.**

2.1. **Specifications:** Place of Assignment: Nouakchott in Mauritania, Job classification: P5/1, Age: 50 years old at most.

2.2. **Main tasks** (for reference only): Under the responsibility of the DFA: (i) ensure the reliability of the accounts, and financial and accounting documents; (ii) ensure reliability, compliance with deadlines and procedures of accounting and procurement activities; (iii) prepare financial reports, Agency’s annual budgets (iv) make accounting entries, prepare periodic statements (monthly, quarterly, etc.); (v) prepare and assist the audit and certification missions of the Agency’s accounts; (vi) regularly keep financial documents (journals, accounting books, etc.); (vii) supervise the management of the petty cash fund and draw up monthly bank reconciliation statements and carry out an annual physical inventory and fixed assets coding; (viii) ensure the proper management of ongoing call for tenders.

2.3 **Qualifications and skills:** Expert in finance and accounting with a thorough knowledge of procurement procedures and at least five (5) years (not including years of training) of professional activity in the position, including at least three years in a position of responsibility in the field of financial and accounting management in a public administration, audit firm, national or international agency.

2.4. **Strengths:** Anticipation, Leadership, Rigour, Moral integrity and respect for diversity.

2.5. **Degrees:** Postgraduate Degree of at least Bac +5 (Master 2) in finance and accounting from Higher educational institutions or accredited universities.

2.6. **Languages:** Excellent French and Efficient Communication in English or vice versa.

3. **APPLICATION FILE COMPOSITION:** (i) PAGGW information sheet (to be downloaded) (ii) a medical certificate issued within the last two (02) months, (iii) a citizenship certificate, (iv) a criminal record issued within the last three (03) months, (v) certified copies of the originals of degrees, patents and certificates obtained, (vi) a detailed curriculum vitae dated and signed by the applicant (vi) a motivation letter addressed to the Chief Executive Officer.

4. **SUBMISSION OF APPLICATION FILES:** Applications shall be admissible from March 20\textsuperscript{th} to May 04\textsuperscript{th} 2020 by mail to Mr. Chief Executive Officer of the Pan-African Agency of the Great Green Wall BP 5059, Nouakchott Islamic Republic of Mauritania (must be postmarked) or via e-mail to daf.apgmv@grandemurailleverte.org with a copy to ase.apgmv@grandemurailleverte.org.

Chief Executive Officer
Prof Abdoulaye DIAH