JOB ADVERTISEMENT

POSITION FINANCE AND ADMIN ASSISTANT

NATIONAL RECRUITMENT

1. Background:

The Nile Basin Initiative (NBI) is an inter-governmental organization initiated and led by the Nile riparian countries to promote joint development, protection and management of the common Nile Basin water resources. NBI has a Shared Vision, ‘to promote sustainable socioeconomic development through the equitable utilization of’, and benefit from, the common Nile Basin water resources’.

A wide range of programs and projects are currently under varying stages of identification, preparation and implementation under NBI designed to contribute towards the realization of the NBI Shared Vision. The NBI provides a unique forum for the countries of the Nile Basin to move toward a cooperative process to realize tangible benefits in the basin and build a solid foundation of trust and confidence. NBI has three Centres: Nile-SEC based in Entebbe, Uganda, NELSAP-CU based in Kigali, Rwanda and ENTRO based in Addis Ababa, Ethiopia.

The Nile Basin Initiative Secretariat (Nile-Sec) has embarked on implementing its five year Basin Wide Program 2017 – 2022 (BWP) which covers work streams on water security, agricultural water management, environmental sustainability, climate change and transboundary water governance.

With the financial support of the Global Environment Facility (GEF) and in collaboration with the United Nations Development Program (UNDP), the Nile-SEC will implement a groundwater project aimed at enhancing knowledge and capacity for sustainable use and management of transboundary aquifers and aquifers of regional significance in the Nile Basin.

Nile-SEC would like to strengthen its capacity to implement the above project and its entire mandate in the area of Finance and Administration. Therefore, Nile-SEC now seeks to hire a qualified professional for the position of Finance and Administration Assistant. The job description for this position is as follows:

2. Overall Purpose

Under Supervision of Finance Officer, this role is responsible for maintaining proper accounting records in compliance with financial policies and procedures of NBI. The jobholder is responsible for financial accounting and reporting as well as cash flow management.
3. **Specific Responsibilities**

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Technical Lead;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and Nile-SEC financial rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Technical Lead if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementation of project activities in matters related to project funds and financial progress reports.
- Update the financial system with all project related financial transactions
- Maintain complete records on file of all transactions entered into the financial system including procurement support documentation, invoices and receipts from service providers.
- Prepare quarterly budget implementation and variance reports
- Payments processing including preparing payment requests, bank transfer request, writing cheques
- Monitoring project bank account and ensuring availability of funds for project activities
- Prepare monthly bank reconciliation statements
- Disbursement of cash advances
- Clearance of cash advances
- Making petty cash payment

4. **Qualifications, Knowledge, Skills,**

- A Bachelor’s degree in accounting/ financial management and at least level 2 CPA/ACCA
- At least five years of relevant work experience preferably in a regional organization and, or project management setting involving multi-lateral/ international funding agency.
- Knowledge and demonstrated experience in the use of Microsoft Dynamics Navision.
- Proficiency in the use of computer software applications particularly word processing, spreadsheets, PowerPoint;
- Excellent language skills in English (writing, speaking and reading)

5. **Period of Service**
This is a National Professional position with an initial Contract duration of one year from about 1\textsuperscript{st} May 2020 to 31\textsuperscript{st} April, 2021 with a six month probation period. The contract may be renewable annually based on satisfactory performance, availability of funds and need for the services.

6. Duty Station

The Finance and Administration Assistant shall be stationed at the Nile-Sec, Entebbe during the contract period with possible travel within or out of the Basin Countries as may be deemed necessary by the employer, under the overall operational supervision of the Finance Officer.

7. Period of Service

This is a National Professional position with an initial Contract duration of ten years renewable annually based on satisfactory performance, availability of funds and need for the services.

8. How to apply:

Interested and suitably qualified individuals are invited to visit the NBI website at [www.nilebasin.org](http://www.nilebasin.org) to download the full Job description/TORs for the preferred position and should submit their applications electronically to the Executive Director at: [recruitment@nilebasin.org](mailto:recruitment@nilebasin.org). Application/cover letters clearly indicating the title of the position and accompanied by detailed curriculum vitae should reach the Executive Director not later than 19\textsuperscript{th} March, 2020 4pm. Those shortlisted will be contacted individually. Please don’t attach scanned copies of your Academic & professional certificates and testimonials, you will be requested to submit them when you are shortlisted for Interviews. Please clearly indicate a minimum of three referees and two former employers excluding the current employer with their full contacts.