



## WEST AFRICAN HEALTH ORGANISATION (WAHO)

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### CALL FOR EXPRESSION OF INTEREST

(Individual Consulting Service)

Reference No FM/TEND/AMI/2020/05/bk

## JOB TITLE: ACCOUNTANT

### Introduction:

The West African Health Organisation (WAHO) is the health institution of the Economic Community of West African States (ECOWAS), with a mandate to ensure the attainment of the highest possible standard and protection of health of the people in the ECOWAS region. Communicable and non-communicable diseases are the leading causes of morbidity and mortality in the region. Therefore, disease control and the prevention of epidemics are among the priorities of the 15 countries in the ECOWAS region and a major focus of WAHO's work.

The World Bank has provided grants to ECOWAS for WAHO to implement 3 projects:

- Sahel Women's Empowerment and Demographic Dividend Regional Project (SWEDD);
- Sahel Malaria and Neglected Tropical Diseases Project (SM/NTD);
- The Regional Diseases Surveillance Systems Enhancement (REDISSE)

WAHO seeks to recruit a dynamic, qualified and experienced Accountant.

### Purpose of the Assignment:

The Accountant will be responsible for the management and custody of all accounting documents relating to the project finances as well as maintaining and reconciliation of bank balances. He / She will be expected to respect the guidelines and procedures under ECOWAS regulations and the World Bank funded projects.

### Main Duties and Responsibilities:

- Ensure that all accounting documents are in order and are accurately posted into the ECOLink system promptly and into other accounting software WAHO may set up;
- Monitor transfer payments with the banks and follow up the receipt of swift copies and receipt of funds by recipients;
- Review and verification of Financial Reports of ALL advances made to staff, countries and Partners and monitor the posting through the accounting system;
- Reconcile personal accounts and prepare monthly statements for project staff;
- Prepare reimbursement of expenses to be made to partners;
- Review air tickets itinerary prepared for project related travel (staff/participants) emanating from WAHO Travels;
- Receive bank statements for all banks and prepare bank Reconciliation statements on a monthly basis for submission to the Financial Management System (FMS);
- Maintain Asset Register for ALL assets of the various Projects;
- Ensure proper filing of all supporting documents relating to the operation of the projects;
- Prepare monthly and quarterly financial statements for ALL projects for submission to the FMS;
- Ensure the proper filing of all supported documents for posted transactions;
- Participate in budget preparation, ensure budget compliance and prepare periodic budget/actual reports for all projects;
- Undertake other relevant accounting duties as may be assigned by WAHO Management.

### **Qualification, Experience and Core Competencies:**

- Hold at least first Degree in Accounting, Business Administration or related fields from a recognized university;
- Proven knowledge of International Public Sector Accounting (IPSAS) will be an advantage;
- Professional certification such as CPA, ACA, ACCA will be an advantage;
- At least eight (8) years professional experience in accounting including at least two (2) years in a project funded by technical or financial partners (World Bank, African Development Bank, European Union, etc.) or in an international, regional or sub-regional institution;
- The incumbent must have excellent computer skills, knowledge of an accounting software such as SAP will be an advantage;
- Knowledge of the World Bank's current financial management requirements would be an advantage;
- Be able to work under pressure in a multidisciplinary and multicultural team;
- Knowledge of English which is the working language of the World Bank is essential. Knowledge of a second ECOWAS language would be an advantage.

### **Duration, Location and Nature of Appointment:**

This is a WAHO consultancy position supported by donor funds. The appointment is for 1 year subject to a one-month probationary period and may be renewable according to availability of funds. Attractive consolidated remuneration packages will be paid. The Accountant will be based at WAHO Headquarters in Bobo-Dioulasso, BURKINA FASO, but will travel in the ECOWAS region as required.

WAHO now invites qualified individuals to indicate their interest in providing the services. They should provide information that they have the required qualifications and relevant experience to perform the services (Cover letter indicating the position of interest, detailed Curriculum Vitae - including description of similar assignments, and experience - and copies of supporting documents).

The desired individual consultant will be selected in accordance with the **procedures for the selection of individual consultants** set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011, which is available on the Bank's website at <http://www.worldbank.org>.

Further information can be obtained from the following person at WAHO during office hours, **Monday – Friday 0800 – 1600 hours GMT:**

**Lalaissa AMOUKOU**

**E-mail: [lamoukou@wahooas.org](mailto:lamoukou@wahooas.org)**

Interested and qualified individual Consultants should express their interest by email to the address [wahooas-tenders@ecowas.int](mailto:wahooas-tenders@ecowas.int)

The subject of the email must indicate the relevant position of interest. The deadline for receipt of submission is **August 13, 2020 at 12:00 am GMT.**

**Prof Stanley OKOLO**

**Director General**