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## DEPARTMENT OF ECONOMIC AFFAIRS AND AGRICULTURE

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DIRECTORATE OF THE ENVIRONMENT AND NATURAL RESOURCES (DoERN)

# REGIONAL PROGRAMME FOR THE INTEGRATED DEVELOPMENT OF THE FOUTA DJALLON HIGHLAND

## TERMS OF REFERENCE FOR THE RECRUITMENT OF AN ADMINISTRATIVE AND FINANCIAL ASSISTANT FOR THE COORDINATION UNIT OF THE INTEGRATED DEVELOPMENT PROGRAMME FOR THE FOUTA DJALLON HIGHLAND

*September 2025*

## 1. CONTEXT AND JUSTIFICATION

The Regional Integrated Development Programme of the Fouta Djallon Highland (PRAI-MFD) aims to strengthen the socio-ecological and economic resilience of the populations of the Fouta Djallon Highland. This programme is an initiative of the African Union, which had set up an International Coordination Office in Conakry until 2018. Based on the principle of subsidiarity, the implementation of the PRAI-MFD has been entrusted to ECOWAS, following a long transfer process, which was officially completed on 24 October 2018. ECOWAS, taking over, has set up a Regional Coordination Unit which took up its duties in November 2022. This Coordination Unit is under the supervision of the Directorate of Environment and Natural Resources, which reports to the Department of Economic Affairs and Agriculture based in Abuja. With a view to strengthening the team's operational capacity and ensuring the effective management of the programme's administrative and financial resources, the Coordination Unit is issuing this call for applications to recruit an Administrative and Financial Assistant.

## 2. PROGRAMME OBJECTIVES

The objective of this Programme is to: "Ensure the protection and rational use of the natural resources of the Highland and its areas of influence in order to contribute to improving the living standards of the population living in the highlands and sub-basins of the Programme's member countries by reversing the trend of resource degradation.

Specifically, the Programme has the following objectives:

- Establish a regional framework and mechanism to bring together all initiatives that contribute to the preservation of the resources of the MDF and its dependencies;
- Establish a regional monitoring and evaluation framework by operationalising the MFD Regional Observatory for Natural Resources and Climate (ORRNC-MFD)
- Establish a regulatory framework for data management and strengthen institutional capacities for cooperation between all stakeholders (OB, countries, NGOs, etc.)
- Improve the coordination of IWRM activities and sustainable management of ecosystems and biodiversity at the transboundary basin level.
- Establish a regional mechanism for the sustainable financing of the Fouta Djallon Highland's natural resources and climate preservation system and activities

## 3. ASSISTANT'S MISSION

Under the supervision of the Programme Coordinator, the Administrative and Financial Assistant will be responsible for supporting the implementation of the programme's administrative, logistical and financial activities in accordance with ECOWAS procedures and will be responsible for the following tasks:

### A. Administrative and Logistical Management

- Ensuring the day-to-day management of administrative and financial documents;
- Organising the logistical aspects of activities (travel, hotel reservations, insurance, etc.);
- Rigorously filing and archiving all administrative documents and accounting records;

- Prepare briefing notes, discussion points and reference documents;
- Assist with the coordination of programme procurement activities;
- Support coordination in monitoring acquisitions and fixed assets.

**B. Financial and Accounting Management**

- Support the development and monitoring of budget execution;
- Support coordination in the execution of programme activities in accordance with the approved budget;
- Manage orders and ensure timely settlement of expenses;
- Maintain inventory records and manage stocks of consumables and office supplies;
- Assist the ECOWAS Resident Representative's accountant in performing bank reconciliations and producing quarterly financial reports;
- Collect and provide reliable information for administrative and financial reporting.

**C. Coordination Support**

- Liaise with the accountant and manager of the ECOWAS Resident Representation;
- Contribute to the consolidation of programme initiatives;
- Take notes and prepare meeting minutes;
- Perform any other related tasks requested by the coordination team.

## 4. ASSISTANT PROFILE

### 4.1. Qualifications for the position

The candidate must have a university degree (at least two years of higher education) in administrative management, IT, accounting, finance, secretarial studies or equivalent, or any other related field.

### 4.2. General experience

The Administrative and Financial Assistant must have a minimum of five (5) years' experience in administrative and financial management on projects or programmes.

### 4.3. Specific experience

To carry out this mission, the candidate must have:

- proven organisational skills in time management, collaboration and efficiency;
- excellent interpersonal, writing, communication and customer management skills;
- proficiency in office organisation and management;
- the ability to work accurately and professionally under pressure, adhering to high ethical standards and confidentiality;
- expertise in preparing reports, minutes and memos;
- experience in coordinating the logistics of meetings and workshops.

### 4.4. Language and IT skills

The Assistant must be fluent in French (reading, writing, speaking); knowledge of English and/or Portuguese would be an additional asset. Advanced computer skills in email management (Outlook), Word, Excel, PowerPoint and knowledge of accounting software, particularly SAP, would be an asset.

## 5. SELECTION PROCEDURE

Candidates will be selected according to the selection procedure for individual consultants, in accordance with the ECOWAS procurement code in force. Shortlisted candidates will be invited for an interview and/or written test. Only successful candidates will be contacted.

## 6. CONTRACT DURATION

The Administrative and Financial Assistant contract will cover a period of one (1) year from the date of signature, with the possibility of renewal depending on the candidate's performance and the availability of funding. A three-month trial period will be granted before confirmation.

## 7. COMPOSITION OF THE APPLICATION FILE

Candidates must submit their expressions of interest consisting of:

- Cover letter.
- Copy of the required diploma
- A detailed, dated, updated and signed CV, clearly highlighting experience relevant to the role of Administrative and Financial Assistant.
- Proof of the information and statements contained in the CV, attestations, certificates, cover pages and signatures of similar contracts successfully executed.

Candidates must submit their application files in a single sealed envelope marked **"Recruitment of an Administrative and Financial Assistant for PRAI-MFD"** to the Office of the ECOWAS Resident Representative, Minière, Corniche Nord, Rue D1.777, Commune de Dixinn. BP: 4144 Conakry, or send by email to:mekane@ecowas.int with a copy to the following email addresses: sbangoura@ecowas.int, ikkamara@ecowas.int, and ykoffi@ecowas.int , specifying the job title in the subject line of the email before the deadline of **14 October 2025 at 10:00 a.m.**