



## **JOB ANNOUNCEMENT**

### **THE CABINET BENIN CONSULTING GROUP RECRUITS ON BEHALF OF THE VOLTA BASIN AUTHORITY**

- A FINANCIAL CONTROLLER
- A LEGAL ADVISER
- A MONITORING EXPERT - EVALUATION
- A BILINGUAL EXECUTIVE SECRETARY
- A DIRECTOR OF THE OBSERVATORY OF THE BASIN
- A GIS (Geographic Information System) AND DATABASE EXPERT
- A PLANNING AND IWRM (Integrated water resources management) DIRECTOR
- A HEAD OF THE ACCOUNTING, FINANCE AND BUDGET DEPARTMENT

**PLACE OF ASSIGNMENT AND WORK : OUAGADOUGOU (BURKINA FASO)**

**PARTS TO BE PROVIDED :**

	<ol style="list-style-type: none"> <li>1. A cover letter dated and signed by the candidate and specifying the position chosen ;</li> <li>2. A resume</li> <li>3. The justifications for diplomas</li> <li>4. The justifications for the experiences acquired</li> <li>5. A certificate of nationality</li> <li>6. An extract from the criminal record dated less than 3 months for applicants from a French-speaking country</li> <li>7. A photocopy of the national identity document (identity card or passport)</li> </ol>
<p>Complete files should be sent to the following email address only : <b>recrutement@becg-i.com</b></p> <p>The deadline for submitting applications is <b>Friday, december 18, 2020.</b></p>	
<p>Eligibility : Recruitment is open to candidates from member countries of the Volta Basin Authority: Benin, Burkina Faso, Ivory Coast, Ghana, Mali and Togo.</p>	
<p><b><u>DESCRIPTION OF JOBS</u></b></p>	
<p><b><u>POSITION 1 : FINANCIAL CONTROLLER</u></b></p>	
<p><b>MISSION</b></p>	
	<ul style="list-style-type: none"> <li>- Ensure the control of all expenditure commitment acts established by the Executive Management and target them ;</li> <li>- Produce quarterly reports ;</li> <li>- Produce an annual report .</li> </ul>
<p><b>NATURE AND SCOPE OF ACTIVITIES</b></p>	
	<ul style="list-style-type: none"> <li>- Ensure the <i>a priori</i> control of all the acts of commitment established within the framework of the management of the Executive Direction and of the projects and programs and to target them before their payment ;</li> <li>- Provide in the event of visa refusal, all the justifications for its refusal in writing to the Executive Director within forty-eight hours after receipt of the act of engagement ;</li> <li>- Also inform the current Chairman of the Council of Ministers within 72 hours when the visa refusal is based on insufficient or no credit ;</li> </ul>

	<ul style="list-style-type: none"> <li>- Present at each session of the Council of Ministers an annual report on the execution of the budget and send a copy of this report to the Executive Director ;</li> <li>- Prepare quarterly reports on the execution of the budget and the financial situation of the Executive Directorate for the current financial year;</li> <li>- Keep the accounts of commitments and settlements in computer format ;</li> <li>- Write technical notes on postponements and rejections</li> <li>- Hold awareness-raising and counseling sessions with DAF personnel on the various aspects subject to rejections;</li> </ul>
<b>JOB REQUIREMENTS</b>	
<b><u>KNOWLEDGE (KNOW)</u></b>	
	<ul style="list-style-type: none"> <li>- Have good knowledge of budget accounting ;</li> <li>- Have good knowledge of SYSCOHADA accounting;</li> <li>- Have good knowledge of accounting and financial audit techniques ;</li> <li>- Have good knowledge in financial analysis and management control, in particular in budgetary control ;</li> <li>- Have an excellent command of one of the official languages of the ABV (French or English) and a good knowledge of the other language.</li> </ul>
<b><u>PROFESSIONAL SKILLS</u></b>	
	<ul style="list-style-type: none"> <li>- Good knowledge of control procedures ;</li> <li>- Good knowledge of multi-donor procedures ;</li> </ul>
<b><u>OTHER REQUIRED QUALITIES</u></b>	
	<ul style="list-style-type: none"> <li>○ <b>Adaptability</b> : Knowing how to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently .</li> <li>○ <b>Ethics</b> : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the behavior of others align with these standards and align with VBA values .</li> </ul>

- **Relationship Building** : Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.
- **Communication** : Ability to listen, speak and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques .
- **Creativity and Innovation** : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.
- **Priority to customer needs** : Anticipate the needs of internal and external customers, understand them and act upon them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.
- **Teamwork Promotion** : Know how to work with others to establish the goals of solving the problems and to take the decisions that are socially acceptable and ensure that its own behavior and the behavior of others consistent with these standards and align with ABV values .
- **Leadership** : To exert a positive influence on others in order to produce results that are in the best interests of the organization.
- **Decision Making** : Evaluate situations to determine their importance, urgency and risks and make clear decisions in a timely manner and in the best interest of the Organization.
- **Organization** : Set priorities, set timelines, monitor progress towards meeting goals, and track details, data, information and activities.
- **Planning** : Develop strategies to advance the organization, set goals,

		<p>establish and implement action plans, and evaluate processes and results.</p> <ul style="list-style-type: none"> <li>○ <b>Troubleshooting</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions and provide instructions for their resolution.</li> <li>○ <b>Strategic Thinking</b>: Evaluate opportunities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
		<b>JOB PROFILE</b>
		<b>SEX</b>
		The position of Financial Controller can be occupied by either a man or a woman
		<b>TRAINING PROFILE</b>
		<p><b><u>Basic training</u></b></p> <ul style="list-style-type: none"> <li>• Have a higher diploma at BAC + 5 level (Master, DEA, DESS) in Finance, or audit and management control</li> </ul> <p><b><u>Complementary training</u></b></p> <ul style="list-style-type: none"> <li>• Certificate in procurement following multi- donor procedures</li> </ul>
		<b>PROFESSIONAL PRACTICE</b>
		Have at least ten (10) years of experience in a similar position in a national or international public institution
		<b><u>POSITION 2 : LEGAL ADVISER</u></b>
		<b>MISSION</b>
		<ul style="list-style-type: none"> <li>- Contribute to the harmonization of the legal frameworks of member countries in the management of water resources in the basin;</li> <li>- Advise the heads of the ABV structures on the legal aspects of their activities and decisions;</li> <li>- Follow contentious and / or pre-litigation procedures;</li> <li>- Defend the interests of the Authority;</li> </ul>

		<ul style="list-style-type: none"> <li>- Assist the Executive Director in the protection of the interests of the VBA, in the preparation and implementation of agreements and contracts;</li> <li>- To assist the Executive Director in the execution of court decisions involving the ABV.</li> </ul>
<b>NATURE AND SCOPE OF ACTIVITIES</b>		
		<ul style="list-style-type: none"> <li>- Write consultation and advisory documents on all legal issues relating to legislative and regulatory texts governing VBA;</li> <li>- Provide legal support in the context of negotiations and drafting of acts, contracts, agreements and other documents having contractual value, necessary for the activity of the ABV ;</li> <li>- Finalize the draft contracts, agreements, acts, minutes and other VBA documents containing legal obligations and ensure the conformity of the final document and the signature by the parties ;</li> <li>- Centralize agreements and proceed to their classification ;</li> <li>- Support the identification of the appropriate legal framework for the main interventions of the Authority ;</li> <li>- Ensure the organization of relations between the ABV and its lawyers relating to legal or judicial services ;</li> <li>- Appreciate the opportunity to introduce a contentious procedure and ensure a good preparation of the file internally and by the lawyers;</li> <li>- Ensure the execution of court decisions obtained (especially in the event of a favorable decision);</li> <li>- Follow contentious or pre-litigation procedures before the competent courts;</li> <li>- Write all briefs and conclusions, responses and various documents addressed to the courts, to the administrations of the Member States and to all public and private organizations;</li> <li>- Follow the files of the Council of Ministers and the Summit of Heads of State and Government (monitoring the execution of resolutions and decisions);</li> <li>- Interpret government and international texts and acts concerning the areas of intervention of the VBA;</li> <li>- Write the minutes of the sessions of the Council of Ministers and Summit of Heads of State and Government;</li> <li>- Assist the Department Directors with all legal questions;</li> </ul>

		- Perform all other tasks that may be entrusted to him by the hierarchy.
<b>JOB REQUIREMENTS</b>		
<u><b>KNOWLEDGE</b></u>		
		<ul style="list-style-type: none"> <li>• Good knowledge of private law, public law, international law, environmental law ;</li> <li>• Good knowledge of negotiation techniques ;</li> <li>• Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language.</li> </ul>
<u><b>PROFESSIONAL SKILLS</b></u>		
		<ul style="list-style-type: none"> <li>• Be able to work in a multicultural and multilingual environment ;</li> <li>• Have writing fluency and rigor;</li> <li>• To be able to establish a negotiation and a permanent dialogue with the Member States ;</li> <li>• Be able to analyze and manage specific legal systems .</li> </ul>
<u><b>OTHER REQUIRED QUALITIES</b></u>		
		<ul style="list-style-type: none"> <li>• <b>Adaptability</b> : <b>Ability</b> to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently .</li> <li>• <b>Ethics</b> : Understand the principles of socially acceptable behavior and administrative practices and ensure that one's behavior is consistent with these standards and aligned with VBA values.</li> <li>• <b>Relationship Building</b>: Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.</li> </ul>

			<ul style="list-style-type: none"><li>• <b>Communication</b> : Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>• <b>Creativity and innovation</b> : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>• <b>Priority to customer needs</b> : Anticipate the needs of internal and external customers, understand them and act upon them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.</li> <li>• <b>Teamwork promotion</b> : Knows how to work well in collaboration with others to set goals, solve problems and make decisions that will allow VBA to achieve efficiency gains .</li> <li>• <b>Leadership</b> : To exert a positive influence on others to produce results that are in the best interests of the organization.</li> <li>• <b>Decision-making</b> : Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interests of The Organization.</li> <li>• <b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> <li>• <b>Planning</b> : Develop strategies to advance the organization's progress, set goals, establish and implement action plans, and evaluate processes and results.</li></ul>
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			<ul style="list-style-type: none"> <li>• <b>Problem solving</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution.</li> <li>• <b>Strategic Thinking</b> : Evaluate opportunities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
<b>HOLDER PROFILE</b>			
<b>SEX</b>			
			<b>The position of Legal Advisor can be occupied by a man or by a woman.</b>
<b>TRAINING</b>			
			<ul style="list-style-type: none"> <li>- Hold a higher education diploma BAC +5 (Master, DEA, DESS) in Public Law, International Law or Business Law ;</li> <li>- Have taken additional training in international environmental law, water law and negotiation techniques</li> </ul>
<b>PROFESSIONAL PRACTICE</b>			
			Justify ten (10) years of experience in a similar position in a national and or international public organization or in an international law firm
<b><u>POSITION 3</u> : MONITORING EXPERT - EVALUATION</b>			
<b>MISSION</b>			
			<ul style="list-style-type: none"> <li>- Carry out the monitoring and evaluation of the activities planned in the VBA PTAs and of the projects and programs in progress ;</li> <li>- Ensure the animation of the monitoring and evaluation system within the VBA.</li> </ul>
<b>NATURE AND SCOPE OF ACTIVITIES</b>			
			<ul style="list-style-type: none"> <li>- Set up a monitoring and evaluation system for all development operations under the VBA ;</li> <li>- Supervise the regular collection of data and indicators for ongoing projects and programs ;</li> </ul>

	<ul style="list-style-type: none"> <li>-Supervise the development and implementation of appropriate tools for monitoring and evaluating projects and programs;</li> <li>- Supervise the preparation of ToRs of assessment missions and control the execution of these missions ;</li>   <li>- Analyze evaluation mission reports and synthesize the results for the attention of operational managers ;</li>   <li>- Participate in collaboration with the other departments, in the preparation of the annual activity report.</li> </ul>
	<b>POST E REQUIREMENTS</b>
	<b><u>KNOWLEDGE</u></b>
	<ul style="list-style-type: none"> <li>- Have good knowledge in the design, monitoring and evaluation of development programs ;</li>   <li>- Have good knowledge in management of work teams ;</li>   <li>- Have a good knowledge of IT tools and management software (MS Project, etc.) ;</li>   <li>- Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language.</li> </ul>
	<b><u>PROFESSIONAL SKILLS</u></b>
	<ul style="list-style-type: none"> <li>- Have a good capacity in the design and execution of evaluations ;</li> <li>- Have a very good written and oral communication skills ;</li> <li>- Have a very strong analytical capacity .</li> </ul>
	<b><u>OTHER REQUIRED QUALITIES</u></b>
	<ul style="list-style-type: none"> <li>• <b>Adaptability : Ability to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently .</b></li>   <li>• <b>Ethics : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the</b></li> </ul>

	<p>behavior of others align with these standards and align with VBA values .</p> <ul style="list-style-type: none"> <li>• <b>Relationship Building:</b> Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.</li> <li>• <b>Communication :</b> Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>• <b>Creativity and innovation :</b> Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>• <b>Priority to customer needs :</b> Anticipate the needs of internal and external customers, understand them and act upon them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.</li> <li>• <b>Teamwork promotion :</b> Knows how to work well in collaboration with others to set goals, solve problems and make decisions that will allow VBA to achieve efficiency gains .</li> <li>• <b>The Directorate :</b> Positively influence others to produce results that are in the best interest of the organization</li> <li>• <b>Decision-making :</b> Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interest of the Organization</li> <li>• <b>Organization :</b> Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> <li>• <b>Planning :</b> Develop strategies to advance the organization's progress, set goals, establish and implement action plans, and evaluate processes and results.</li> <li>• <b>Problem solving :</b> Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution.</li> </ul>
	<b>HOLDER PROFILE</b>
	<b>SEX</b>
	The Monitoring and Evaluation Expert can be a man or a woman
	<b>TRAINING</b>
	Hold a higher education diploma at BAC + 5 level (Master, DEA, DESS, Engineer) in the fields of social sciences, economics or any other diploma deemed equivalent
	<b>PROFESSIONAL PRACTICE</b>

		Have a relevant professional experience of at least eight (08) years including five (05) years confirmed in the planning, monitoring and evaluation of development programs with good practice in project management.
<b>POSITION 4: BILINGUAL EXECUTIVE SECRETARY</b>		
<b>MISSION</b>		
		Provide assistance to the daily activity of the Deputy Executive Director at administrative, organizational and editorial level.
<b>NATURE AND SCOPE OF ACTIVITIES</b>		
		<ul style="list-style-type: none"> <li>- Manage the agenda of the Deputy Executive Director in the sense of optimizing his time and the efficiency of his actions ;</li> <li>- Liaise between the Deputy Executive Director and the internal and external contacts of the ABV ;</li> <li>- Ensure the proper execution of commitments within the agreed deadlines ;</li> <li>- Assist the Deputy Executive Director in the preparatory work for the various meetings and meetings both internally and externally ;</li> <li>- Ensure the filing of both physical and electronic documents of the Deputy Executive Director;</li> <li>- Manage the electronic mail and the agenda of the Deputy Executive Director ;</li> <li>- Serve as interpreter during hearings of the Deputy Executive Director (in French and English) ;</li> <li>- Ensure the drafting of letters and administrative files ;</li> <li>- Follow up on files ;</li> <li>- Prepare files for statutory meetings .</li> </ul>
<b>JOB REQUIREMENTS</b>		
<b><u>KNOWLEDGE</u></b>		
		<ul style="list-style-type: none"> <li>- Have a perfect mastery of administrative writing techniques ;</li> <li>- Have good knowledge of secretarial and office automation ;</li> <li>- Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language ;</li> <li>- Have a perfect command of the computer tool (Word, Excel, Power Point, Internet).</li> </ul>

## PROFESSIONAL SKILLS

- Be able to perform multiple tasks ;
- Have an ease in performing simultaneous translations in French and English ;
- Have an ease to communicate ;
- Have a capacity for synthesis and anticipation.

## OTHER REQUIRED QUALITIES

- **Adaptability : Ability** to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently .
- **Ethics** : Understand the principles of socially acceptable behavior and administrative practices and ensure that one's behavior is consistent with these standards and aligned with VBA values .
- **Relationship Building**: Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.
- **Communication** : Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques .
- **Creativity and innovation** : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.
- **Priority to customer needs** : Anticipate the needs of internal and external customers, understand them and act on them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.
- **Teamwork promotion** : Knows how to work well in collaboration with others to set goals, solve problems and make decisions that will allow VBA to achieve efficiency gains .
- **Leadership** : Exert a positive influence on others in order to produce results that are in the best interest of the organization and have a perfect mastery of writing techniques
- **Decision-making** : Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interest of the Organization

		<ul style="list-style-type: none"> <li>•<b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities</li> <li>•<b>Planning</b> : Develop strategies to advance the organization's progress, set goals, establish and implement action plans, and evaluate processes and results.</li> <li>•<b>Problem solving</b>: Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution</li> </ul>
		<b>HOLDER PROFILE</b>
		<b>SEX</b>
		The post of Executive Secretary can be occupied by a man or a woman.
		<b>TRAINING</b>
		Hold a higher diploma in office automation at the BAC + 2 level (DUT / BTS).
		<b>PROFESSIONAL PRACTICE</b>
		Justify a professional experience of at least five (05) years in a similar position in an international institution
		<b><u>POSITION 5</u> : DIRECTOR OF THE BASIN OBSERVATORY</b>
		<b>MISSION</b>
		<ul style="list-style-type: none"> <li>- Ensure the monitoring of the evolution of the Basin in all its components (hydrological, meteorological, climatic, environmental and socio-economic).</li> <li>-Ensure the constitution, update and safeguard of a database on the basin;</li> <li>- Ensure the analysis of available data and the production of statistical information on the natural environment and the socio-economic development of the basin;</li> <li>- Ensure the collection of data ;</li> <li>- Ensure that all public or private, national or international actors working in the basin are made available to all the decision-making support information ;</li> <li>- Ensure the day-to-day administration of the Basin Observatory ; Ensure the development and maintenance of decision support tools</li> </ul>
		<b>NATURE AND SCOPE OF ACTIVITIES</b>

	<ul style="list-style-type: none"> <li>•Coordinate the activities of specialists placed under its authority, define objectives for them and mobilize the means necessary to carry out the Observatory's programs of activities;</li> </ul> <p>Prepare the annual activity report of the Observatory and prepare the budget;</p> <p>Ensure the strengthening of the network for acquiring environmental and economic knowledge of the basin;</p> <p>Ensure the backup of the data collected and the maintenance of the applications for processing this data;</p> <p>Ensure compliance with contractual commitments to stakeholders in projects and programs attached to the Observatory;</p> <ul style="list-style-type: none"> <li>• Ensure the strengthening of technical knowledge systems (design and management of measurement networks and databases) and economic knowledge of the basin;</li> <li>• Ensure an adequate response to the needs of Member States in terms of technical and economic information in the basin;</li> <li>• Record the expectations of public and private partners, international bodies and users and ensure that the nature of the information available and / or collected changes to adapt it to the demand and needs of stakeholders in the basin;</li> <li>• Coordinate the animation of the Authority's website and supervise the writing of publications resulting from the activities of the Observatory;</li> <li>• Monitor and coordinate the activities of Experts: data backup, maintenance of business applications (models, etc.);</li> <li>• Participate in the preparation of the annual activity report, the Annual Work Plan (PTA) and the related budget;</li> <li>• Ensure compliance with the various contractual commitments made by stakeholders in the activities of the Observatory</li> </ul>
	<b>JOB REQUIREMENTS</b>
	<b><u>KNOWLEDGE</u></b>
	<ul style="list-style-type: none"> <li>- Have good knowledge in science and technique of water and / or the environment ;</li> <li>- Have a very good knowledge of micro-computing ;</li> <li>- Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language</li> </ul>
	<b><u>PROFESSIONAL SKILLS</u></b>
	<ul style="list-style-type: none"> <li>- Ability to analyze data and prepare a summary;</li> <li>- Ability to coordinate multiple activities and especially to mobilize synergies;</li> <li>- High strategic sense with a great ability to adapt, a force of proposal and a keen sense of dialogue and negotiation;</li> <li>- Have a solid sense of the customer approach with a great ability to listen and openness to others</li> </ul>

		<b><u>OTHER REQUIRED QUALITIES</u></b>
		<ul style="list-style-type: none"> <li>- <b>Adaptability</b> : Knowing how to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently.</li> <li>- <b>Ethics</b> : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the behavior of others align with these standards and align with VBA values.</li> <li>- <b>Relationship building</b> : Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.</li> <li>- <b>Communication</b> : Knowing how to listen and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>- <b>Creativity and innovation</b> : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>- <b>Priority to customer needs</b> : Anticipate the needs of internal and external customers, understand them and act on them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.</li> <li>- <b>Promotion of teamwork</b> : Knows how to work well in collaboration with others in order to set goals, solve problems and make decisions that will allow the VBA to achieve efficiency gains.</li> <li>- <b>Leadership</b> : To exert a positive influence on others in order to produce results that are in the best interest of the organization.</li> <li>- <b>Decision-making</b> : Evaluate situations to determine their importance, urgency and risks and make clear decisions in a timely manner and in the best interest of the Organization.</li> <li>- <b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> <li>- <b>Planning</b> : Develop strategies to promote the advancement of the organization, set goals, establish and implement action plans and evaluate processes and results</li> <li>- <b>Troubleshooting</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions and provide instructions for their resolution.</li> <li>- <b>Strategic Thinking</b> : Evaluate possibilities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
		<b>HOLDER PROFILE</b>
		<b>SEX</b>
		The position of Director of the Observatory can be occupied by a man or a woman.

		<b>TRAINING</b>
		<ul style="list-style-type: none"> <li>- Hold a higher education diploma (minimum Bac + 5 years) in water and / or environmental sciences and techniques ;</li> <li>- Have knowledge of hydraulics (irrigation, dams, etc.) ;</li> <li>- Have knowledge in modeling and GIS (geographic information system) ;</li> <li>- Have a perfect command of the computer tool (usual and specific software) ;</li> <li>- To have the monitoring and evaluation related knowledge projects</li> </ul>
		<b>PROFESSIONAL PRACTICE</b>
		<ul style="list-style-type: none"> <li>- Have at least ten (10) years of proven experience in the field of integrated management of water resources and the environment in a national or international public institution ;</li> <li>- Have a good experience in the management of environmental and socio-economic projects</li> </ul>
<b><u>POSITION 6 : GIS AND DATABASE EXPERT</u></b>		
		<b>MISSION</b>
		<ul style="list-style-type: none"> <li>- Ensure the implementation of the geographic information system and the ABV database <ul style="list-style-type: none"> <li>- Manage hydrological, meteorological, environmental and socio-economic data and information of the Volta Basin;</li> <li>- Deploy the ABV databases.</li> </ul> </li> </ul>
		<b>NATURE AND SCOPE OF ACTIVITIES</b>
		<b>FOR TECHNICAL AND MANAGEMENT ACTIVITIES</b>
		<ul style="list-style-type: none"> <li>- Ensure the centralization of the collection of hydrological, meteorological, environmental and socio-economic data available both at the level of member countries and the VBA system and technical partners;</li> <li>- Participate in the analysis and development of computerized tools (databases, information systems for decision support);</li> <li>- Deploy and manage databases and other applications ;</li> <li>- Organize and archive the data collected above ;</li> <li>- Ensure cartographic production ;</li> </ul>

		- Carry out the data processing and make it available ;
		<b>IN RESPECT OF ADMINISTRATION ACTIVITIES</b>
		- Participate in the development and validation of TOR / DAO / Studies in the field of GIS and database management ; - Carry out any other task that the hierarchy may deem appropriate to entrust to him
		<b>JOB REQUIREMENTS</b>
		<b><u>KNOWLEDGE</u></b>
		- Have a perfect knowledge of the database management system ;  - Have a good command of geographic information systems (GIS) ;  - Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language
		<b><u>PROFESSIONAL SKILLS</u></b>
		- Have a proven mastery of SQL Server, MySQL, PostGreSQL , ORACLE ; - Have a perfect mastery of ESRI applications (Arc View , Arc Gis, etc.), Map Info, QGIS, ERDAS, ENVI,.... ; - Notion in hydrology, environment, remote sensing, statistics ;  - Ability to work easily in English and French.
		<b><u>OTHER REQUIRED QUALITIES</u></b>
		- <b>Adaptability</b> : Knowing how to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently.  - <b>Ethics</b> : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the behavior of others align with these standards and align with VBA values.  - <b>Relationship building</b> : Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.

	<ul style="list-style-type: none"> <li>- <b>Communication</b> : Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>- <b>Creativity and innovation</b> : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>- <b>Priority to customer needs</b> : Anticipate user needs, understand them and act on them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.</li> <li>- <b>Promotion of teamwork</b> : Knows how to work well in collaboration with others in order to set goals, solve problems and make decisions that will allow the VBA to achieve efficiency gains.</li> <li>- <b>Leadership</b> : To exert a positive influence on others in order to produce results that are in the best interest of the organization.</li> <li>- <b>Decision-making</b> : Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interest of the Organization.</li> <li>- <b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> <li>- <b>Planning</b> : Develop strategies to promote the advancement of the organization, set goals, establish and implement action plans, and evaluate processes and results.</li> <li>- <b>Troubleshooting</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution.</li> <li>- <b>Strategic Thinking</b> : Evaluate possibilities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
	<b>HOLDER PROFILE</b>
	<b>SEX</b>
	The position of Expert in GIS and Databases can be occupied by a man or a woman.
	<b>TRAINING</b>
	<ul style="list-style-type: none"> <li>- Hold a higher education diploma at BAC + 5 level (Master, Engineer, DEA, DESS) in computer science and geographic information system ;</li> <li>- Have completed additional training in hydrology, environment, remote sensing and statistics</li> </ul>
	<b>PROFESSIONAL PRACTICE</b>
	Have experience in a similar position of at least five (05) years in a national or international public or private structure
	<b>POSITION 7 : DIRECTOR OF PLANNING AND IWRM</b>

<b>MISSION</b>		
		<ul style="list-style-type: none"> <li>- Supervise activities relating to the planning of the development and management of water resources in the Volta basin.</li> <li>- Manage the collaboration and / or cooperation relations between the VBA and the stakeholders in the development of the basin so as to allow regular consultation of the main actors.</li> <li>- Ensure the involvement of civil society in the Basin in the development of VBA activities</li> </ul>
<b>NATURE AND SCOPE OF ACTIVITIES</b>		
		<ul style="list-style-type: none"> <li>- Maintain close collaboration with those in charge of the national structures of the States responsible for planning the national portions of the basin;</li> <li>- Conduct activities allowing the application of the IWRM approach throughout the basin;</li> <li>- Participate in relation to the countries in the development of an action program of the national focal structures and ensure its execution;</li> <li>- Ensure in each of the member countries the emergence of representative associations of civil society and their involvement in the development and monitoring of sustainable development programs backed by better management of water resources;</li> <li>- Lead, in collaboration with the Legal Adviser of the ABV, the harmonization of the water laws of the Member States on the basis of the basic principles and tools of IWRM;</li> <li>- Supervise the development of the Master Plan for Water Development and Management (SDAGE) for the Volta basin;</li> <li>- Establish execution reports for the basin development plan and coordination of ongoing development actions and report to the Deputy Executive Director;</li> <li>- Participate in the negotiations of funding and conditions for the implementation of the basin development plan, in particular the application of IWRM and the implementation of SDAGE;</li> <li>- Conduct activities allowing the application of the IWRM approach throughout the basin.</li> </ul>
<b>JOB REQUIREMENTS</b>		
<b><u>KNOWLEDGE</u></b>		
		<ul style="list-style-type: none"> <li>- Have a good knowledge of water and environmental sciences;</li> <li>- Have a good knowledge of development economics, river basin management and rural development planning;</li> </ul>

		<ul style="list-style-type: none"> <li>- Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language.</li> </ul>
		<u><b>PROFESSIONAL SKILLS</b></u>
		<ul style="list-style-type: none"> <li>- Have a proven ability in communication and work team animation;</li> <li>- Have a proven ability to formulate development plans and put together financing files;</li> <li>- Master the IT tools for planning and monitoring-evaluation;</li> <li>- Have a good ability to lead development projects;</li> <li>- Ability to work in English and French.</li> </ul>
		<u><b>OTHER REQUIRED QUALITIES</b></u>
		<ul style="list-style-type: none"> <li>- <b>Adaptability</b> : Knowing how to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently.</li> <li>- <b>Ethics</b> : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the behavior of others align with these standards and align with VBA values.</li> <li>- <b>Relationship building</b> : Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.</li> <li>- <b>Communication</b> : Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>- <b>Creativity and innovation</b> : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>- <b>Priority to customer needs</b> : Anticipate the needs of internal and external customers, understand them and act on them in order to meet or exceed their expectations while taking into account the parameters established by the ABV</li> <li>- <b>Promotion of teamwork</b> : Knows how to work well in collaboration with others in order to set goals, solve problems and make decisions that will allow the VBA to achieve efficiency gains.</li> <li>- <b>Leadership</b> : To exert a positive influence on others in order to produce results that are in the best interest of the organization.</li> <li>- <b>Decision-making</b> : Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interest of the Organization.</li> <li>- <b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> </ul>

		<ul style="list-style-type: none"> <li>- <b>Planning</b> : Develop strategies to promote the advancement of the organization, set goals, establish and implement action plans, and evaluate processes and results.</li> <li>- <b>Troubleshooting</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution.</li> <li>- <b>Strategic Thinking</b> : Evaluate possibilities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
		<b>HOLDER PROFILE</b>
		<b>SEX</b>
		The position of Director of Planning and IWRM can be occupied by a man or a woman.
		<b>TRAINING</b>
		Hold at least a BAC + 5 higher education diploma in water and environmental science or equivalent
		<b>PROFESSIONAL PRACTICE</b>
		Have a professional experience of at least ten (10) years of which at least five (05) years in the conduct of regional development projects (at least two countries)
<b><u>POSITION 8 : HEAD OF ACCOUNTING, FINANCE AND BUDGET DEPARTMENT</u></b>		
		<b>MISSION</b>
		<p>Coordinate the general and budgetary accounts of the ABV in compliance with the procedures in force in this area;</p> <p>Coordinate the keeping of stock accounts;</p> <p>Manage the financial and accounting administration;</p> <ul style="list-style-type: none"> <li>- Prepare financial reports and prepare external audit missions.</li> </ul>
		<b>NATURE AND SCOPE OF ACTIVITIES</b>
		<b>FOR ACCOUNTING</b>

	<ul style="list-style-type: none"> <li>- Prepare timely accurate financial statements and reports, well adapted to user needs and in accordance with generally accepted accounting principles (SYSCOHADA);</li> </ul> <p>Ensure that all regulatory requirements to which the VBA is subject are observed;</p> <p>Prepare all supporting documents in anticipation of the annual audit of accounts and liaise with the external auditors ;</p> <ul style="list-style-type: none"> <li>- Ensure the rigorous accounting of flows (accounting operations) linked to the activity of the ABV;</li> <li>- Ensure the production of interim accounting and financial statements (budget execution situation, cash flow situation, contribution situation, etc.) in compliance with procedures, at the request of his superiors</li> <li>- Establish mandatory tax and social declarations and ensure their filing on time;</li> <li>- Ensure the rigorous maintenance of the cash book and the bank register;</li> <li>- Periodically carry out bank reconciliation and account analysis;</li> <li>- Periodically check the cash situation (scheduled and unannounced check);</li> <li>- Periodically check the stock situation;</li> <li>- Produce periodic statements of expenditure, income and cash.</li> </ul>
<b>FOR THE PREPARATION OF THE BUDGET</b>	
	<ul style="list-style-type: none"> <li>- Gather data and participate in the preparation of the annual budget project to be submitted to the authorities;</li> </ul> <p>participate in the budget discussion with the Technical Departments and monitor the execution of the budget after its adoption;</p> <p>Prevent any budget overruns and make changes to budget lines approved by the ED if necessary.</p> <p>Under Accounting and project and program management</p> <p>Keep financial records for each project so as to facilitate the production of management reports;</p> <p>Ensure that accurate financial statements are prepared in a timely manner in accordance with contractual agreements with partners.</p>
<b>IN RESPECT OF FINANCIAL MANAGEMENT</b>	
	<ul style="list-style-type: none"> <li>- Develop the cash flow plan and ensure its regular update;</li> </ul> <p>Establish the quarterly situation of contributions from member states;</p>

	<p>insure the timely payment of supplier debts;</p> <ul style="list-style-type: none"> <li>- Liaise with the other VBA directorates in terms of budget management;</li> </ul> <p>roduce financial reports in the light of the requirements specific to the meetings of the Council of Ministers;</p> <p>upervise and control all accounting operations of the ABV.</p>
	<b>JOB REQUIREMENTS</b>
	<b><u>KNOWLEDGE</u></b>
	<ul style="list-style-type: none"> <li>- Have good knowledge of accounting and financial management;</li> <li>- Have good knowledge of IT tools, in particular common accounting software, in particular TOMATE applications;</li> <li>- Have good knowledge of finances;</li> <li>- Have an excellent command of one of the official languages of the ABV (French-English) and a good knowledge of the other language.</li> </ul>
	<b><u>PROFESSIONAL SKILLS</u></b>
	<ul style="list-style-type: none"> <li>- Be able to perform multiple tasks;</li> <li>- Be able to adapt in a diverse environment of donors.</li> </ul>
	<b><u>OTHER REQUIRED QUALITIES</u></b>
	<ul style="list-style-type: none"> <li>- <b>Adaptability</b> : Knowing how to demonstrate flexibility, versatility and / or tolerance in a constantly changing work environment while performing their tasks effectively and efficiently.</li> <li>- <b>Ethics</b> : Understanding the principles of socially acceptable behavior and administrative practices and ensuring that one's own behavior and the behavior of others align with these standards and align with VBA values.</li> <li>- <b>Relationship building</b> : Establish and maintain positive working relationships with others both internally and externally in order to achieve the goals set by the VBA.</li> <li>- <b>Communication</b> : Knowing how to listen, and knowing how to express oneself and write clearly, thoughtfully and in a timely manner using appropriate and effective communication tools and techniques.</li> <li>- <b>Creativity and innovation</b> : Knowing how to imagine new and unique ways to improve the organization's financial situation and create new opportunities.</li> <li>- <b>Priority to customer needs</b> : Anticipate the needs of internal and external customers, understand them and act on them in order to meet or exceed their expectations while taking into account the parameters established by the ABV.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>Promotion of teamwork</b> : Knows how to work well in collaboration with others in order to set goals, solve problems and make decisions that will allow the VBA to achieve efficiency gains.</li> <li>- <b>Leadership</b> : To exert a positive influence on others in order to produce results that are in the best interest of the organization.</li> <li>- <b>Decision-making</b> : Evaluate situations to determine their importance, urgency and risks, and make clear decisions in a timely manner and in the best interest of the Network.</li> <li>- <b>Organization</b> : Set priorities, establish timelines, monitor progress towards achieving goals, and track details, data, information and activities.</li> <li>- <b>Planning</b> : Develop strategies to promote the advancement of the organization, set goals, establish and implement action plans, and evaluate processes and results.</li> <li>- <b>Troubleshooting</b> : Assess situations posing problems to identify causes, gather and analyze relevant information, propose solutions, and provide instructions for their resolution</li> <li>- <b>Strategic Thinking</b> : Evaluate possibilities and actions in light of trends and conditions specific to the environment, vision and values of VBA.</li> </ul>
	<b>HOLDER PROFILE</b>
	<b>SEX</b>
	The position of Head of the Accounting and Finance Department can be occupied by a man or a woman.
	<b>TRAINING</b>
	<ul style="list-style-type: none"> <li>- Hold a higher education diploma in Accounting and Financial Management at BAC + 5 level (DESS, Master, etc.) and other equivalent diplomas.</li> <li>- Have completed additional training / internships in financial and accounting management of development projects and programs.</li> </ul>
	<b>PROFESSIONAL PRACTICE</b>
	Have eight (08) years of professional experience in a similar position in a national or international public or private structure.