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## Job Description

<b>Department:</b>	Finance and Administration (F&A)	
<b>Position Title:</b>	<b>Director of Finance and Administration</b>	
<b>Location:</b>	Abomey - Calavi, Benin	
<b>Reports to:</b>	Secretary General	
<b>Subordinates:</b>	<ul style="list-style-type: none"><li>• WAPP Capacity Building Coordinator</li><li>• Head of Accounting and Finance Division</li><li>• Head of Human Resources and Administration Division</li></ul>	
<b>Functional relationships:</b>	<b>On the internal level</b>	<b>On the external level</b>
	All WAPP Secretariat Departments	
	<ul style="list-style-type: none"><li>- Office of Secretary General.</li><li>- Information and Coordination Center (ICC).</li><li>- Department of Planning, Investment Programming and Environmental Protection (DPIPES).</li></ul>	<ul style="list-style-type: none"><li>- WAPP Member Utilities.</li><li>- Partners and Development Banks.</li><li>- Public and private organizations of the ECOWAS Member States.</li></ul>
<b>Main objective of the function:</b>	The Director of Finance and Administration shall ensure efficient and transparent management of all administrative operations (human resources, general services, logistics) and financial management of the WAPP Secretariat.	
<b>Main missions:</b>	<ul style="list-style-type: none"><li>- Organize, coordinate and control the execution of the administrative, financial and accounting activities of WAPP.</li><li>- Formulate and supervise the annual work programme and budget.</li><li>- Finalize and implement the annual work programme of the WAPP Secretariat.</li><li>- Oversee annual audits and implement audit recommendations.</li><li>- Manage financial planning and oversee administration, human resources and capacity building functions.</li></ul>	
<b>Essential duties:</b>	<b>Technical</b>	
	<ol style="list-style-type: none"><li>1. Periodically evaluate and update financial, administrative and human resources policies and procedures.</li><li>2. Finalize and monitor the annual work program and budget, present them to the WAPP Finance Committee and follow up on their implementation.</li></ol>	

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3. Ensure the proper functioning and documentation of financial and human resources systems.
4. Oversee annual contributions from WAPP member companies and track payment of dues.
5. Prepare financial reports (daily, weekly, monthly, quarterly and annual) for the WAPP Secretariat and projects, and report financial performance to the Secretary General.
6. Oversee human resources functions including employment, performance management and benefits administration.
7. Oversee member capacity building programs to ensure program implementation in accordance with WAPP requirements and donor agreements.
8. Manage WAPP assets, properties, equipment and logistics.
9. Evaluate and develop with other department heads appropriate strategies to meet the staffing, budgetary and other administrative needs of WAPP.
10. Ensure the availability of resources for the operation of WAPP and maximise the benefits of excess cash positions by monitoring cash flows and controlling cash management.
11. Collaborate with funding agencies and manage project funding agreements.
12. Coordinate with funding agencies to manage project financing agreements to facilitate timely disbursement of approved funds for WAPP investment projects and programs.
13. Manage banking, supplier and stakeholder relationships.
14. Sit in the Finance Committee as its Secretary.
15. Update the financial model of WAPP.

### **Managerial**

1. Evaluate current Dept. operating practices and implement appropriate changes to align all functional practices with WAPP business goals and objectives.
2. Participate proactively as a member of the Secretary General's and senior management team.
3. Participate in the development and implementation of WAPP business plans and master plans.
4. Oversee internal reporting and performance management of the Department.

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5. Maintain oversight of Departmental policies, programs, and practices to ensure they keep the WAPP senior management informed of current status as well as new developments and opportunities.
6. Recommend recruitment where needed and develop and promote a strong Departmental staff, which can operate collaboratively within the Dept and across all WAPP to bring value to its operations.

### Minimum qualifications and knowledge required:

**Basic Education:** University degree BAC+4/5 in finance, accounting, financial auditing, management control, business management or any other equivalent degree.

**Additional training(s):**

- Certificates in Finance and Accounting
- Management
- Human resources management
- Project management

**Years of experience:**

Minimum ten (10) years of professional experience in the field of finance and administration or similar fields. Experience in the power sector and/or large-scale projects will be an asset.

Five (5) years in a management role.

### Required skills

- Excellent leadership, strategic planning and management skills.
- Knowledge of Human Resources Management.
- Development and implementation of business plans and financial models.
- Excellent skills in financial management of large-scale projects.
- Budget and financial management.
- Excellent analytical and communication skills.
- Very good knowledge of management principles.
- Strong computer skills in Microsoft Office applications, including Word, Excel, PowerPoint as well as Email and Internet applications, ERP and online banking.

Language Proficiency: Fluency in English or French with a good working knowledge of the other language. Knowledge of another ECOWAS working language will be an advantage