



WEST AFRICAN POWER POOL
SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN
North Core Project Unit

Terms of Reference

Job Title	:	Accounting and Finance Assistant
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Senior Project Accountant
Subordinates	:	N/A
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in French with a good working knowledge of English

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core / Dorsale Nord Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by The Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, the Ministers in charge of Energy of the North Core countries agreed to put in place an institutional framework which includes the establishment of a **Project Management Unit (PMU)** to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The assignment of the Accounting and Finance Assistant is to provide support to the Finance Department at the Headquarters in Abuja. The post holder will support in the preparation of accounting records and the compilation of financial data for financial required reports within the policy and procedural guidelines of the Donors and WAPP North Core.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Prepare payment vouchers, petty cash vouchers and other accounting records including journal vouchers for daily transactions;
- Enter transactions into computerized accounting system (TOMPRO) on a daily basis;
- File accounting records in a secure and organized manner;
- Review petty cash reports regularly and verify their accuracy against source documents for the head office; country offices and field offices in each North Core country.
- Assist with the update of the cashbook on a monthly basis;
- Maintain the Accounts Payables Sub-ledger
- Assist with fixed assets classification, tagging of assets, verification of assets and update of fixed assets register;
- Assist with the preparation of bank reconciliation reports;
- Assist with the preparation of withdrawal application forms;
- Assist with the preparation of monthly disbursement reports and interim financial statements;
- The Accounting and Finance Assistant will assist the Senior Accountant and Senior Financial Specialist to prepare and consolidate all the interim and annual financial reports of the project.
- Any other accounting and finance clerical duties.

4. Qualification and Experience

- Hold a first degree or equivalent in Accounting, Finance or in a related field;
- Must be at least an affiliate/associate member of a recognized accounting body ACCA, ICAN, ICAG etc.
- Have a minimum of seven years work experience in the field of Accounting or Audit out of which three years of experience must have been acquired in a donor-funded project environment. (A candidate who has a bachelor's degree, partly qualified with 10 years of work experience shall be considered)

5. Knowledge requirements

- procedures and guidelines of international funding institutions, in particular The World Bank (WB), African Development Bank (AfDB), and Agence Française de Développement (AFD);
- and the ability to use computer based financial accounting tools such as Tompro, together with associated sub modules
- Strong knowledge of Microsoft Office applications and the internet

6. Desirable qualities, skills and competencies

- **PROFESSIONALISM:** Knowledge of, and ability to apply financial rules, regulations and procedures of donors. Ability to maintain accurate records, review and interpret a wide variety of data. Ability to identify and resolve data discrepancies and operational problems. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

- **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings, Ability to work in a team in a multicultural environment

- **CLIENT ORIENTATION:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

7. Languages

It is required that the Accounting and Finance Assistant is fluent in English or French (Read, write, speak) and working knowledge of the other

8. Contract duration

The contract is for a period of 36 months with a probation period of 6 months.

9. Reporting requirements

The Accounting and Finance Assistant will be asked to report as required by the Senior Project Accountant and the Senior Financial Specialist. S/he will participate in preparation of the Interim Financial Report (IFR) to be sent to the Donors every semester in addition to any other report that may be required by the Project Management.

10. Performance assessment

The performance of the Accounting and Finance Assistant will be evaluated annually by the Senior Project Accountant. Key Performance Indicators derived from the duties and responsibilities above and agreed upon between the jobholder and the PMU Director, would be used as the basis for measuring the performance of the jobholder.



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAINE

North Core Project /Projet Dorsale Nord

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Terms of Reference

Job Title	:	Superintendent
Project Name	:	WAPP North Core/Projet Dorsale Nord Interconnection Project
Employing Institution	:	Project Management Unit (PMU) of the North Core Project
Duty station	:	PMU Head Office, Abuja, Nigeria
Reports to	:	Administration, Protocol and Logistics Officer
Subordinates	:	Pool of drivers
Appointment	:	Full time, approximately 36 months
Language required	:	Proficiency in English

1. Project Background

The West Africa Power Pool (WAPP) is a specialized institution of the Economic Community of West African States (ECOWAS) which, among others, ensures regional power system integration and the realization of a regional electricity market.

Within the framework of the West African Power Pool (WAPP), the Governments of Nigeria, Niger, Benin, Togo and Burkina are collaborating to develop a sub-regional interconnection project referred to as the 330 kV WAPP North Core / Dorsale Nord Project. The project involves the construction of approximately 875 km of 330 kV transmission lines from Nigeria to Burkina Faso, through Niger, and Benin, the construction or extension of seven substations, and the extension of two national control centers. The project will also involve the electrification of rural communities located within a 5 km radius on both sides of the line, and the implementation of several environmental and social mitigation measures. These include, among others, the implementation of Resettlement Action Plans (RAPs) to provide for persons and communities affected by project implementation activities.

The project is being financed by the Agence Française de Développement (AFD), African Development Bank (AfDB), European Union (EU) and the World Bank (WB).

Given the regional dimension of the project, and in order to enhance its coordination, Energy Ministers of the North Core countries agreed to put in place an institutional framework which includes the establishment of an **Project Management Unit** (PMU) to, among others, assist in the preparation and physical implementation of the North Core project.

2. Job Purpose

The Superintendent shall assist and support the Administration, Protocol and Logistics Officer in management of all project assets, logistics and supplies, maintenance, insurance and security among others.

3. Duties and Responsibilities

Key duties and responsibilities include the following:

- Support effective facilities and asset maintenance ie. office space, buildings, equipment, and general facilities as well as schedule/coordinate movement of vehicles and drivers, including drivers' schedules; preventive maintenance and repair of vehicles;
- Manage standby gen set including its preventive maintenance, repair and fueling;
- Ensure that all property, equipment and vehicles are always covered by valid insurance;
- Assist in organizing meetings, travel arrangements for North Core Project team;
- Assist in organizing institutional meetings, official ceremonies, training and any other event relating to North Core activities and their logistics;
- Monitor security and safety of assets and premises;
- Maintains physical storage and inventory of items (stationery, office supplies, office equipment, consumables, ...);
- Collect proforma invoices and participate in small purchases for the PMU functioning;
- Ensure driver are properly trained and follow regulation;
- Ensure driver are trained in difficult emergency situation and security protocol;
- Assist in preparation of work program and budget expenditures for the administrative department.

4. Qualification and Experience

The ideal candidate must have an university degree in business or public administration, logistics or related area with a minimum of three (3) years of professional experience in a similar position.

5. Knowledge Requirements

- Knowledge in the management of office logistics including shopping procedures;
- Knowledge of Microsoft Office applications and the internet.

6. Desirable Qualities, Skills and Competencies

- Ability to manage complex schedules and good record keeping;
- Awareness of office environment needs, ability to plan and forecast;
- Ability to solve problems;

- Able to work well in a team and under pressure; able to demonstrate professionalism – competent, reliable and ethical;
- Excellent interpersonal skills, attention to detail and excellent problem-solving skills.

7. Languages

It is required that the Superintendent is proficient in English (Read, write, speak). French is an asset.

8. Duration

The contract is for a period of 36 months with a probation period of six months.

9. Performance Assessment

The performance of the Superintendent will be evaluated annually by the Administration, Protocol and Logistics Officer. Key Performance Indicators derived from the duties and responsibilities above, and agreed upon between the jobholder and the PMU Director, would be used as the basis for measuring the performance of the jobholder.