



TERMS OF REFERENCE FOR THE RECRUITMENT OF A FINANCE ASSISTANT TO THE DIRECTOR ADMINISTRATION AND FINANCE

1.0 Background

The Lake Tanganyika Authority (LTA) is a regional intergovernmental organization created by the four countries bordering Lake Tanganyika, namely the Republic of Burundi, the Democratic Republic of Congo, the United Republic of Tanzania and the Republic of Zambia on the basis of Article 23 of the Convention on the Sustainable Management of Lake Tanganyika which was signed on June 12, 2003 by the four countries.

The main function of the LTA is to coordinate the implementation of the said Convention by the Contracting States and in accordance with the Convention and the decisions of the Conference of Ministers, to ensure and represent the common interests of the Contracting States in the sustainable management of Lake Tanganyika and its basin.

To strengthen and improve its operations, the Secretariat of the Lake Tanganyika Authority wishes to recruit a Finance Assistant (FA)

2.0 General Responsibilities:

The Finance Assistant to the Director of Finance and Administration (DAF) must be a committed person and will be responsible for assisting the DAF in the preparation of accounting documents and the compilation of financial data for the financial reports required within the framework of the directives and LTA procedures.

He must have perfect availability allowing him to work beyond regular hours to meet the needs of the LTA.

3.0 Specific tasks:

In detail, the Finance Assistant will have at least responsibility for the tasks listed below

- Assist in the completion of all accounting, financial and procurement tasks, in accordance with LTA procedures, regulations and policies;
- Prepare payment vouchers, cash receipts and other accounting documents, including folios for daily transactions;
- Enter daily transactions into the computerized accounting system (TOMPRO) or any other accounting software that LTA may acquire;



- File accounting documents in a secure and organized manner;
- Maintain accounts payable and receivable;
- Assist in the classification of fixed assets, their labeling and their verification and updating in the fixed asset register;
- Assist in the preparation of bank reconciliations;
- Assist in the preparation of disbursement requests;
- Assist in the preparation of monthly expense reports and interim financial statements;
- The Finance Assistant will help the DAF prepare and consolidate all LTA's interim and annual financial statements;
- The Finance Assistant will contribute to maintaining the financial situation of the institution and ensure the proper use of LTA resources;
- Perform any other accounting and financial tasks

4.0 Qualifications and Experience

- i. Hold a Bachelor's degree in Economics, Commercial Sciences or a related field.
- ii. A Master's degree in a relevant field or a qualification in project management is an added advantage.
- iii. Be at least an affiliate/associate member of a recognized accounting body;
- iv. Have a minimum of five (5) years of professional experience in accounting or auditing and/or in a similar position in an institution, regional/international organization or programs/projects supported by partners;

5.0 Knowledge, skills and abilities required

- i. Ability to contribute to and implement organizational strategy.
- ii. Ability to work productively in teams composed of people with different technical abilities and ability to work with other employees at all levels of the organization.
- iii. Excellent planning and time management skills and ability to work under pressure
- iv. Strong interpersonal and communication skills.
- v. Attention to detail and good problem-solving skills.
- vi. Strategic direction and focus on results.
- vii. Be open-minded and honest.
- viii. The use of computerized financial accounting tools such as Tompro, as well as the associated sub-modules, is a major asset;
- ix. Sufficient knowledge of procedures and guidelines of international financial institutions, particularly the World Bank (WB), African Development Bank (AfDB) etc.
- x. Fluency in French and English (fluency in Swahili in addition to these two languages will be an added advantage).

6.0 Composition of the application file and submission deadlines



The application file must include:

- i. A cover letter signed and addressed to the LTA Executive Director;
- ii. A detailed, recent and certified Curriculum vitae highlighting the candidate's experience and skills, dated and signed (summary in four (04) maximum pages);
- iii. Certified copies of required diplomas and other professional and academic certificates;
- iv. Applications can be submitted from May 17 to June 14, 2024.

Applications must be sent/submitted in a sealed envelope to the Executive Director of the Lake Tanganyika Authority, Kigobe Sud, 17, Avenue des Unis, Bujumbura, with the mention on the envelope "Recruitment of the Finance Assistant".

The successful candidate must provide, prior to hiring, a certificate from the police criminal record dating back less than three (03) months.

7.0 Job Requirements

The duty station is the Secretariat of the Lake Tanganyika Authority, Bujumbura, Republic of Burundi.

8.0 Reports and labor relations

The Finance Assistant "AF" is placed under the direct authority of the DAF and he must, as an assistant and close collaborator of the latter, work in close collaboration with the Director of Monitoring and Evaluation, the Director of Fisheries and the Director of the Environment as well as Project staff, under the general supervision of the LTA Executive Director

9.0 Duration of the contract

The duration of the Finance Assistant contract is 5 years, renewable. Contract renewal will be based on periodic performance reviews of the agent.

9.0 Remuneration

The successful candidate will receive, as provided for by the LTA regulations, information relating to the remuneration scale in force at the Lake Tanganyika Authority before signing the contract