



VACANCY

FINANCE AND ADMINISTRATION ASSISTANT FOR GENDER, CLIMATE AND WATER PROGRAM (WACDEP-G)

Global Water Partnership-Central Africa (GWP-CAf)

INTRODUCTION

The Global Water Partnership (GWP) is an international non-profit network organisation created in 1996. With a diverse partnership of more than 3000 organizations from 178 countries, including governments, the private sector, civil society groups, the GWP network is made up of 13 Regional Water Partnerships and 85 Country Water Partnerships (CWPs), which are neutral platforms for dialogue on development policies from the bottom to the top.

Global Water Partnership Central Africa (GWP-CAf), the GWP Regional Water Partnership in Central Africa (<https://www.gwp.org/en/GWP-Central-Africa/>) was formally established in 2008. Its vision is for a "Central Africa where water security is guaranteed", and its mission is to "support sustainable development through the promotion and implementation of Integrated Water Resources Management (IWRM) in Central Africa".

The guiding principles for Integrated Water Resources Management (IWRM) were adopted by experts from all over the world in Dublin in January 1992 and approved by heads of states and governments at the UN Conference on Environment and Development in Rio de Janeiro in June 1992. The third of these four guiding principles states that: "Women play a central part in the provision, management, and safeguarding of water". World leaders, governments and water professionals thus acknowledged that gender equity is inextricably bound up with sustainable water resources management and sustainable development in general.

With the adoption of the Sustainable Development Goals, gender equality is placed at the heart of the 2030 Agenda for Sustainable Development through SDG 5: "Achieve gender equality and empower all women and girls". GWP has been advancing gender issues based on its gender strategy and more recently its "Gender Action Piece" through which it continues to play a crucial role in promoting gender issues in water resources management by supporting water sector stakeholders in their efforts to ensure equity through sustainable management and development of water resources. As part of implementation of its gender strategy and "Gender Action Piece", GWP developed the Gender Equality in Water Security and Climate Resilient Development Programme (WACDEP-G) in Africa which has been approved for funding by the Austria Development Agency. The WACDEP-G will be implemented across the five GWP Regional Offices in Africa.

WACDEP-G

GWP and partners have been implementing an African Ministers' Council on Water (AMCOW) Program "Water Climate and Development Program (WACDEP)" in Africa since 2011 in order to realize the climate change related commitments expressed by African Heads of State and Government in the 2008 *Sharm el-Sheikh Declaration* on water and sanitation.

The goal of WACDEP is to promote water as a key part of sustainable regional and national development and contribute to climate change adaptation for economic growth and human security. The overall objective is to support countries integrate water security and climate resilience in development planning and decision-making processes, through enhanced technical and institutional capacity and predictable financing and investments in water security and climate change adaptation.

The First Phase (2011-2015) of the Program covered eight countries (Cameroon, Ghana, Burkina Faso, Mozambique, Zimbabwe, Burundi, Rwanda and Tunisia), and five transboundary basins (Volta, Lake Chad, Lake Victoria-Kagera, Limpopo Basins and the North Western Sahara Aquifer System). The Second Phase (2016-2019), in addition to building on the lessons learnt from phase I, tried to respond to emerging issues and priorities for African such as the Paris Agreement on climate change and the 2030 SDGs. The program in phase II covered additional ten countries (Benin, Mali, Senegal, Sao Tome and Principe, Central Africa Republic, Kenya, Uganda, Mauritania Tanzania and Zambia) but kept the same transboundary basins.

Phase II of program implementation focused in supporting countries in developing and/or implementing NDCs, including NAPs, and supporting countries and regional organizations in preparing investment plans, project concepts or proposals that will facilitate investment for water security and climate resilience in Africa. Though gender mainstreaming was considered in the WACDEP, the issues around gender inequalities and the implication for resilience building was not considered.

Recognizing the significance of gender inequality in water security and climate resilience in Africa, WACDEP is now shifting towards gender transformative approaches.

The new phase of the program (2020-2025), Water, Climate, Development and Gender Equality (WACDEP-G), will be implemented in 18 countries and 5 transboundary basins with the financial support from the Austrian Development Cooperation (ADA) within the framework of the African Water Investment Program (AIP). The overall objective of WACDEP-G is to transform gender inequalities at scale by promoting gender-transformative planning, decision-making and institutional development for climate resilient water investments in Africa. The ultimate goal is to achieve progress in gender equality by shaping investments in climate-resilient water security for 3.6 million people over 6 years, involving projects and programs amounting to about \$1 billion investments from government and private sources.

The Program is structured around three main components:

- i. Gender-transformative change for implementation of climate-resilient water investments
- ii. Mobilising partnerships and building motivation, capabilities and opportunities for transforming structurally embedded unequal power relations
- iii. Agile learning from implementation of local pilots

Implementation of WACDEP-G (first phase:2020-2021) will start from 1st April 2020 in 5 countries and 5 transboundary basins. For the Central African region, the program will be implemented in Cameroon and in the Lake Chad Basin.

Administration and Finance Assistant – WACDEP-G

To effectively and efficiently support GWP Central Africa and its partners in implementing the Gender Equality in Water Security and Climate Resilient Development Programme (WACDEP-G) in Africa, as well as in mainstreaming gender in its work, GWP-CAf is recruiting, a Gender Administration and Finance Assistant who will be based at the GWP-CAf regional secretariat in Yaoundé.

SCOPE OF THIS POSITION

Under the direct supervision of the Regional Administration and Finance Officer, the Administration and Finance Assistant for the WACDEP-G will primarily support the Regional Financial Officer (RFO) in the delivery of financial and administrative services for GWP-CAf to ensure credible, efficient, and effective financial management and operations. The Financial Assistant works in close collaboration with the RFO, the Host Institution (HI), and the Cameroon Country Water Partnerships (CWP) to ensure a high quality, accurate and timely accounting, reporting, and execution of payments.

The role requires an individual with ability to be flexible and creative, with good analysis and synthesis capabilities. Also, the ability to prioritize and work under pressure. The position could involve national and international travel.

His/her specific duties and responsibilities will include amongst others:

A. Secretariat Administration:

- Support in the implementation and regular update of adequate and efficient administrative and financial processes to ensure operational efficiency of GWP-CAf network in general but for WACDEP-G in particular;
- Support the preparation and respect of agreed procedures for procurement and contracting of experts and service providers;
- Support establishment and maintenance of a financial and administrative management system with details of all projects administered by GWP- Central Africa Executive Secretariat, including the Country Water Partnerships (CWPs) under its supervision;
- Support RFO in coordinating with Operations and Accounts staff at the Host Institution and GWP-CAf on day-to-day management of GWP-CAf portfolio;
- Prepare and maintain filing of all GWP-CAf finance and administration documents in line with HI filing standards;
- Coordinating with Logistics and Admin staff of Host Institution in facilitating all GWP and GWP-CAf supported travels by staff and partners (Book flights, process visa applications, hotel bookings, taxi bookings, etc);
- Support RFO when working with GWP-Central Africa staff and CWPs to ensure preparation and monitoring of inventory reports in line with GWPO and donor requirements;
- Support RFO in coordinating work with Host Institution Human Resource Department to ensure compliance with Human Resource Management policy for the project;
- Support the implementation and update of the GWP Financial guidelines and Anti-Fraud policy in alignment with the specific needs of the region;
- Prepare the project budget in line with GWP programming and planning instructions.
- Contribute in continuously improving the administrative and financial routines within GWP-CAf, as well as in the CWPs under its supervision;

- Carry out various information management tasks including general filing and timesheet keeping;
- Facilitate implementation of GWPs gender policy, especially through the day to day work.

B. Financial Management

- Supporting project supervisors and managers in GWP Central Africa network in the management of project finances;
- Support in the coding of invoices to appropriate projects for processing by Host Institution Finance, and coordinate review by Coordinator and Project / Program Managers;
- Support in financial record keeping and monitoring, and preparation of financial reports, ensuring GWP-CAf financial transactions are regularly updated in the approved accounting System;
- Maintains complete and accurate file of fund transfer and ensures that project account will have sufficient balances to avoid no sufficient funds at any given time.
- Prepare all Planned Vs Actual financial reports and share with the Project Officer every 20th of the month before closure to correct all inconsistencies if any;
- Handle petty cash for the project in an effective and efficient manner, such that it complies with Host Institutions financial management rules;
- Conduct monthly, quarterly and annual analysis, and prepare monthly reconciliation of all GWP-CAf accounts;
- Support in timely preparation of high quality quarterly and annual financial reports according to GWPO standards;
- Attend HI and GWP finance department and institutional meetings, assisting with financial reporting to managers and senior executives as required;
- identify and propose changes to improve accuracy and efficiency of GWP Financial Management, including opportunities for cost reductions and cost recovery;
- Contribute in facilitating the realization of regular annual audit of GWP-CAf finances in line with GWP audit instructions;
- Undertake any other tasks assigned by Regional Finance Officer.

QUALIFICATION AND EXPERIENCE

The ideal candidate for the position of must be a national of a GWP-CAf country, and should have the following qualifications and skills:

- Be a holder of at least an HND or BTS in accounting, banking and finance, management, economics or related fields;
- At least 1-year progressive experience in similar role preferably in an international development organization;
- Be able to demonstrate sound skills in accounting and administration;
- Have a sound knowledge of MS Office software use, especially Word, PowerPoint, and Excel spreadsheets;
- Knowledge of financial accounting software (data entry) will be an advantage;
- Have excellent interpersonal skills and have strong organizational ability;
- Demonstrate good planning, problem-solving and analytical skills, and be attentive to detail;
- Be a good at teamwork with high capacity for independent work.

- Be bilingual (Fluency in either English and French, with good working knowledge of the other).

Working Relationships:

Internal – *GWP-CAf Secretariat, Africa Unit Coordination, CWPs and other RWP.*

External – *The HI finance and administration staff, auditors.*

SUBMISSION OF APPLICATIONS

Interested candidates should prepare and submit a one-page motivation letter, addressed to the GWP-CAf Chair, with their curriculum vitae (including 2 references, one of whom should be your supervisor at work) to **recruit-cam@wwfcam.org** with copy to **secretariat@gwpcaf.org** clearly indicating ***“Application for the GWP Central Africa position of Finance and Administration Assistant for WACDEP-G”***.

Applications must be submitted electronically no later than 5 pm (Cameroon time) on 17th May2020.

Female candidates are strongly encouraged to apply. Please note that only pre-selected candidates will be contacted.

EXPECTED START DATE: 1st June 2020

DURATION OF THE CONTRACT: 1 year, with a trial period of 6 months.

PLACE OF EMPLOYMENT: Yaoundé - Republic of Cameroon