

Terms of Reference

The Nile Basin Initiative (NBI) The Eastern Nile Subsidiary Action Program (ENSAP) Eastern Nile Technical Regional Office (ENTRO)

Job Description for ENTRO Regional Finance and Administration Head

Job Title: Regional Finance and Administration Head
Position: Regional
Reports to: Executive Director, ENTRO
Supervises: Admin and HR Officer, Finance Officer, IT Officer and Program Assistants
Duty Station: Addis Ababa, Ethiopia

Background

The Nile Basin Initiative [NBI] is an intergovernmental partnership of Ten Nile Basin states to develop the river in a cooperative manner, share substantial benefits, and promote regional peace and security (www.nilebasin.org). **The Eastern Nile Subsidiary Action Program** (ENSAP) of the NBI is launched by Egypt, Ethiopia and the Sudan to initiate concrete joint investments and action on the ground in the Eastern Nile sub-basin in the areas of power generation and interconnection, irrigation and drainage, flood preparedness and early warning, watershed management, development of planning models and joint multipurpose programs. ENSAP is governed by the Eastern Nile Council of Ministers [ENCOM] and implemented by the Eastern Nile Technical Regional Office [ENTRO] in Addis Ababa, Ethiopia.

ENTRO finances accrue from a variety of sources: Eastern Nile countries, bilateral and multilateral development partners. The finance and administration functions of ENTRO/ are carried out by a Unit managed by the Regional Finance and Administration Head (RFAH), a senior regionally recruited post. The RFAH is part of the ENTRO Senior Management Team, led by the Executive Director. Under the overall supervision of the Executive Director, the Head of Finance and Administration is responsible for the provision of sound management and constructive leadership, and a strategic, forward-looking approach to strengthening financial, administrative and IT services provided to ENSAP programs and projects in a manner that is harmonized with NBI policies and requirements.

Key Responsibilities

The primary responsibilities of the RFAH are to;

- Effectively manage and lead the finance and administration group of ENTRO, and provide first class Financial Management Services, Human Resources Services, Budget Control and Office Administration.
- Provide oversight for ENTRO's IT Unit and ensure delivery of effective and efficient IT services to meet the growing demand within ENTRO

- Participate in and contribute to the senior management team and take a proactive role in promoting organizational effectiveness within ENTRO. This includes taking the lead role in preparing ENTRO annual budgets linked to overall ENSAP planning and budgeting in a way that promotes sound financial management and facilitates performance monitoring and evaluation.
- Develop and implement continuous improvement projects in the already established areas of financial management, procurement and office administration.

Specific Responsibilities

(a) Financial Management

- i.** Ensure that the highest standards of fiduciary control and transparency are observed in execution of all ENSAP programs and projects.
- ii.** Develop and promote best practice fiduciary standards for financial management and budgeting at ENTRO.
- iii.** Take a leadership role in developing ENTRO's budgetary process (in conjunction with management, program coordinators and other technical staff) including the preparation of ENTRO annual budgets and longer term financial projections with a view to ensuring the financial stability of ENTRO.
- iv.** Actively direct treasury and cash flow management so as to ensure ENTRO's liquidity at all times. This includes ensuring the production and distribution of regular (monthly, quarterly) cash flow projects and ensuring that replenishment requests to donors and EN countries are prepared on a timely basis.
- v.** Develop and implement a strategy in conjunction to ensure that financial management reporting systems evolve to focus on results and to enable managers and project staff to manage program activities with a focus on outputs.
- vi.** Give the highest priority to timely preparation of regular (monthly, quarterly) financial reports which meet the needs of stakeholders for the whole of ENTRO.
- vii.** Partake in resource mobilization, including coordination with the senior management in the development of the fund raising strategy describing how the organization intends to raise sufficient funds to finance its operations.
- viii.** Ensure timely preparation of annual financial reports to be audited covering ENTRO's core activities and any specific donor funded projects managed by ENTRO. Ensure that ENTRO's annual reports continue to develop in accordance with best international practice with regard to disclosure and transparency.
- ix.** Lead the further development of ENTRO's computerized financial management information system, including keeping abreast of developments in accounting and financial management software to ensure that ENTRO's system is updated on a timely basis in accordance with its needs.
- x.** Foster a close working relationship with the Heads of Finance and Administration at Nile-SEC and NELSAP-CU to ensure consistency of approach aimed at greater harmonization of financial management practice across the entire NBI.
- xi.** Develop and implement a learning program (taking into account other initiatives in Nile SEC and NELSAP-CU) for finance personnel, managers, project coordinators, and administrative and other non-financial staff to ensure that all staff are technically up to date, have sufficient

knowledge of financial analysis and other aspects of financial management, and are equipped with a common platform for the implementation of the financial strategy across ENTRO.

xii. Provide advice and support to the National Focal Points in the three ENSAP countries in issues related to financial management of projects.

xiii. Provide high-level advice on all key financial issues related to the strategic management of ENTRO.

(b) Personnel Management

i. Oversee development and review of the ENTRO Human Resources Manual to meet ENTRO needs in harmony with NBI Human Resources policies.

ii. Oversee personnel management of ENTRO; including keeping personnel related records and files as well as annual staff performance monitoring and evaluation reports.

iii. Regularly assess staff development needs (quality and quantity) within ENTRO in conjunction with the senior management. Prepare staff development plans and ensure that there is sufficient budget available to fulfil plans.

iv. Develop and implement staff development program in accordance with ENTRO's strategic plan and assessed needs.

v. In harmony with NBI policies, oversee, in conjunction with the senior management, the implementation of gender mainstreaming, equal opportunities and HIV/AIDS strategies across ENSAP programs.

(c) Administration

i. Oversee, manage as needed, and effectively coordinate ENTRO staff, contractors and other resources providing administrative services, including secretarial, office assistant and related functions, building services, maintenance and security, transport and other support services.

ii. Implement and update, as required, the ENTRO Administrative Manual.

iii. Ensure that all staffs are familiar with the administrative manual and other rules and procedures of the ENTRO Office.

(d) Oversight of Information Technology Unit

i. Oversee, manage as needed, and effectively coordinate efficient IT service delivery to meet the needs of various ENSAP projects and ENTRO Units

ii. Oversee the development of IT-related policies, procedures and guidelines and Staff training

iii. Ensure that consistent preventive maintenance on the IT system is carried out

iv. Ensure that timely corrective maintenance/troubleshooting is carried on inside the ENTRO Office

v. Ensure that ENSAP Website is up-to-date and functioning properly

(e) Leadership

i. Provide appropriate guidance and on-the-job training to unit's staff.

ii. Create an inspiring and fair working environment within the unit.

iii. Foster an environment of professional growth and knowledge sharing for the cadre of financial management, procurement and administration within ENTRO and across NBI.

Qualifications

- The Head of Finance and Administration shall have the following qualifications:

Education

- Advanced university degree (Master's degree or equivalent) in business administration, finance, accounting or related field is required.
- Accounting/finance professional qualifications such as ACCA, CPA, CIMA, CA, and Expert Compatible etc. will be an added advantage
- Should ideally be a professionally qualified financial manager with an internationally recognized accounting qualification (i.e. IFAC member body)
- At least 10 years of work experience in finance and administration, of which at least 6 years with high-level experience in delivery of corporate services focused on effective and efficient financial management of regional or international organizations and/or complex, multi-donor programs and projects.

Competencies

- Excellent overall management skills, including but not limited to ability to provide strategic guidance, technical oversight, develop work plans, and manage budgets and project expenditures.
- Demonstrated track record of professionalism in financial management and accounting with wide knowledge and actual experience in contemporary computer-based financial management systems.
- Ability to operate and to achieve results in a multi-government environment.
- Knowledge of International Public-Sector Accounting Standards (IPSAS) is an advantage
- Integrity and judgment in all professional matters.
- A team player with proven ability to manage and motivate staff, to build effective teams, and to work efficiently and diplomatically in multi-cultural environments.
- Knowledge of procedures of international financing agencies, including the World Bank financial management procedures is an asset. Demonstrated capacity to manage multiple sources of funds and meet varying requirements of funding bodies is an advantage.
- Results orientation and ability to work to tight timelines without supervision.
- Experience in project and contract management
- Working knowledge of capital projects financing and investment, including exposure to resource mobilization.
- Demonstrated writing, presentation and reporting skills in English.

TERMS OF EMPLOYMENT:

Initially for one year, with 6 months probation period, renewable for additional 2 years subject to satisfactory performance and availability of funds

The workstation will be based at the Head office of ENTRO in Addis Ababa, Ethiopia, although work might necessitate field trips within and outside the Eastern Nile countries.