**CALL FOR APPLICATIONS**

**Title:** PROCUREMENT SPECIALIST  
ACCOUNTANT  

**Location:** DAKAR, SENEGAL  

**Opening date:** 21/02/2022  

**Closing date:** 06/03/2022  

**Presentation of CORAF**

The West and Central African Council for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (http://www.coraf.org/) currently brings together the National Agricultural Research Systems (NARS) of 23 countries: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

CORAF’s vision is a future where people and communities in West and Central Africa achieve food and nutrition security and are prosperous. Its mission is to achieve a “sustainable improvement in agricultural production and productivity, promoting competitiveness and markets in WCA.”

The Food Systems Resilience Program (PRSA/FSRP) is a regional initiative by ECOWAS, benefiting from the financial facilitation of the World Bank. The programme aims to cover the 15 ECOWAS countries plus Mauritania and Chad over a 10-year period. It will be progressive and developed following a multi-phase programmatic approach.

The development objective of the program is to improve food insecurity preparedness and strengthen the resilience of food system actors, priority landscapes and value chains in affected areas.

The countries of the 1st phase, approved by the Board of Directors of the Bank on November 18, 2021, are Burkina Faso, Mali, Niger and Togo. Those of the 2nd phase, whose approval is scheduled for 2022, will be Ghana, Sierra Leone and Chad.

The program has 3 components each with two sub-components (regional and national):  
Component 1: Digital advisory services for the prevention and management of agricultural and food crises coordinated by the CILSS AGRHYMET centre;  
Component 2: Sustainability and adaptive capacity of the productive base of the food system coordinated by CORAF;  
Component 3: Integration of regional food markets and trade, coordinated by ECOWAS, which will also ensure the overall coordination of the program.

To support the coordination of its component, CORAF is looking for duly qualified profiles for the positions below:

1. PROCUREMENT SPECIALIST  
2. ACCOUNTANT  

**TITLE: PROCUREMENT SPECIALIST**  
Reference: 03/SPM-CRF/2022

**Nature and scope of services:**

Under the authority of the Executive Director and the direct supervision of the Director of Corporate Services, the Procurement Specialist (PS) shall:

1. Be responsible for the implementation of a simple procurement management system comprising: (i) planning of procurement operations, (ii) monitoring of progress, (iii) gap analysis between achievements and the procurement plan;  
2. Be responsible for the quality control of the whole procurement process, and more specifically the following:  
   a. Follow up with the beneficiary technical departments of the procurement or the project implementation unit on the preparation and finalization of terms of reference (ToRs) for the procurement of consultancy services and technical specifications of goods and works;  
   b. Carry out quality control of tender documents and requests for proposals (following the templates provided by the International Development Association (IDA)) to be submitted to IDA for no objection, and ensure their transmission/sale as appropriate;  
   c. Issue the invitation to tender (where appropriate calls for expression of interest or shortlisting), as agreed in the loan or grant agreements;  
   d. Ensure quality control of evaluation reports of tenders and proposals received, including tender opening reports, and provide secretarial support for public tender opening sessions;  
   e. Ensure the tender opening and evaluation reports are signed jointly by the designated members of these committees;  
   f. Be the donor’s focal point for all procurement issues including all communications with respect to obtaining donor no objections;  
   g. Deliver quality control of contracts prepared by technical experts, after obtaining no objection notices if required, and ensure they are signed by those entitled to do so; and  
   h. Design and implement a vendor database and develop management statistics that will allow donors to measure the performance of the procurement team.
3. He/she shall be responsible for checking the planning, preparation and consolidation of project's procurement plans for consultancy services and supplies and works;

4. He/she shall be responsible for all activity reporting set out in the project's procurement procedures manual, as well as for any other report that IDA may request under the project implementation;

5. He/she shall establish a procurement filing system which shall include all documents relating to each contract, including payment documents, for any ex-post review by IDA;

6. Carry out any tasks assigned by the project coordinator and related to tasks defined in its ToRs and as specified in the IDA approved Procedures Manual.

Incompatibility with some executive functions

To avoid potential conflicts of interest that may not allow him/her to provide an unbiased opinion in the sole interest of the client, the PS shall:

a. not be a member of the Evaluation Committee, to which He/She provides useful advice on compliance with rules; he/she could, however, provide the secretariat of the Procurement Committee, the internal control body;

b. not be involved in contract performance, including (i) quality or quantity acceptance and (ii) payment; He/She shall provide guidance should disputes arise in the interpretation of the contract terms or clauses; and

c. not be Accounting Manager of the materials.

Qualification

Education

- Hold a postgraduate degree (Five years of high education) in Procurement, Law, or another equivalent or relevant degree;

Experience required

- Demonstrate five (5) years of professional experience as a specialist in the field of procurement in general, ideally in an international or sub-regional organization or in development projects;

- Previous experience interacting with development partners, national government departments and non-governmental organizations is a plus.

SKILLS:

Technical skills:

- Demonstrate a solid knowledge of procurement in general, and procurement procedures of international public institutions and technical and financial partners;

- Have Knowledge of contractual documents and specifications;

- Ability to analyze and interpret financial data and prepare reports, statements and/or financial projections;

- Ability to assess compliance with contract and quality of services provided;

- Have good problem-solving skills in procurement;

- Be familiar with the working environment in West and Central Africa.

Behavioral skills:

- Strong interpersonal and communication skills and ability to work effectively with a wide range of stakeholders in a diverse community;

- Organizational and coordination skills

- Be a good team player;

- Ability to negotiate and establish contractual agreements;

- Be able to work in an international, multidisciplinary and multicultural environment;

- Be able to tolerate the stress and pressure due to exceptional situations of professional contingencies.

Language and computer skills

- Good command of French, both spoken and written;

- Command of computer tools: Microsoft office pack.

Conditions of service and duration of the assignment

Project duration is five (05) years. The PS assignment will be one (01) year, renewable. Should the PS's performance be deemed satisfactory, his/her contract may be renewed for the duration of the Project, subject to an annual performance evaluation deemed satisfactory by the Coordinator, and confirmed with the opinion of the World Bank.

Other conditions

The PS will be selected in accordance with procedures set out in the Procurement Regulations for Investment Project Financing (IPF) Borrowers of July 2016, revised in November 2017 and August 2018 and November 2020.

It is understood that the recruitment of a civil servant applicant must comply with the provisions of clause 3.23 (d) of the "Procurement Rules and Regulations for Investment Project Financing (IPF) Borrowers of July 2016, revised in November 2017 and August 2018, which provide that government representatives and officials of the Borrower's country may be hired for contracts for consultancy services, either individually or as part of a team of experts in a consultancy firm only when (i) their services are of a unique and exceptional nature, or their participation is essential to project performance (ii) their recruitment will not create a conflict of interest; and (iii) not violate any law, regulation or policy of the Borrower.

---

**TITLE: ACCOUNTANT**

**Reference:** 04/CP-CRF/2022

**Job description:**

Under the supervision of the Chief Accountant, the Accountant shall be responsible for the real-time maintenance of the cost and budgetary accounts at the CORAF Executive Secretariat. He/she shall maintain working relations with the Head of Administration and Finance, the Director of Corporate Services, Program Managers and all staff of the CORAF Executive Secretariat.

The Accountant shall also collaborate with partners, public administrations, vendors and service providers.

**Main Responsibilities:**

**Accounting and financial management**

- Participate in the definition of performance control systems;

- Manage the financial performance of the program: establish dashboards, monitor indicators periodically, analyze gaps/deviations, participate in the preparation and development of budget forecasts, monitor their trends;

- Controls accounting documents and ensures their compliance;

- Carry out the accounting allocation of vouchers;

- Record the accounting operations after control by the Chief Accountant;

- Monitor financial operations;

- Prepare payment orders;

- Prepare monthly bank reconciliation statements;
• Ensure the filing and archiving of the supporting documents of Program's operations and any other financial or accounting document in compliance with the administrative, financial and accounting procedures manual;
• Ensure that supporting documents are submitted and see to the reliability of financial information;
• Participate in the preparation of accounting statements and closure of accounts, preparation of financial statements and their consolidation, tax returns;
• Keep and regularly update program budget;
• Perform quarterly reconciliations between the fixed asset file and the accounting and update the Administrative and Financial Manager on any gap or deviation;
• Maintain the fixed asset register and individual fixed asset records;
• Register capital assets acquired with program funds;
• Perform periodic analysis of accounts and justify balances;
• Prepare clearance of supplier invoices according to the existing procedure;
• Support the development of program funding plans;
• Assist the Chief Accountant and the Administrative and Financial Manager in the organization of external audit missions and implementation support missions of the Program by the World Bank;
• Under the supervision of the Chief Accountant, organize physical inventories of the Program's fixed assets and supplies;
• Maintain and update supply inventory records;
• Support the implementation of new management tools, such as ERP;
• Actively participate in HR management: payroll and HR indicators, absences, employment contracts, social declarations and other obligations;
• Actively support the preparation of financial reports for donors (Financial Monitoring Report and FWR);
• Assist the Chief Accountant and the Administrative and Financial Manager in all tasks requiring his/her collaboration;
• Assist in other office activities as requested by internal clients.

Qualification:
Education
• Hold a Bachelor’s degree in accounting, AAC, finance, management science, financial engineering and taxation, control, audit or equivalent.

Experience required
• Demonstrate a minimum of 3 years of experience in the fields of accounting, auditing, management control and financial management in private or public entities, including at least two (02) years in the accounting of development programs or projects funded by the main technical and financial partners (IDA/World Bank, AFD, IFAD, AFD, EU, Global Health Fund...etc.)
• Very good knowledge of accounting procedures and principles in accordance with SYCOHADA standards.

Experience Desirable
• Familiarity with the accounting and financial operations of the World Bank-funded projects would be an asset.

Skills
Technical skills:
• Knowledge of CORAF’s financial, administrative and accounting procedures is a plus;
• Understanding of legislation, policies and procedures in Senegal and the West and Central Africa sub-region is an asset;
• Perfect command of accounting and financial techniques;
• Good understanding of best practices in finance and IFRS / IPSAS.

Behavioral skills:
• Negotiation skills
• Leadership skills
• Good interpersonal skills
• Rigor and analytical skills
• Ability to absorb stress
• Strategic vision
• Ability to persuade
• Strong involvement
• Discretion

Language and computer skills
• Good writing skills in French;
• Good knowledge of computer tools (Excel, Word, PowerPoint) and the Internet;
• Command of at least one of the accounting software programs;
• Good command of an accounting software commonly used by development programs and projects is a plus.
• Ability to express him/herself correctly and fluently in at least one of the two languages used at CORAF (French/English) and have knowledge of the other language.

How to apply
• Application file: the application must include a cover letter addressed to the Executive Director, Dakar, Senegal and a detailed CV, with names and contacts of three mandatory references (e-mail, address, and telephone).
• You can submit your application online via the link: www.youmann-recruit.com no later than March 06, 2022.

Female candidates are strongly encouraged