



*for a living planet*<sup>®</sup>

**The World Wide Fund for Nature**  
seeks a  
**Finance, Human Resource and Administration Manager**

The World Wide Fund for Nature (WWF) is one of the largest independent conservation organizations in the world. We are an international NGO committed to environmental protection active in almost 100 countries and have been working in the Congo Basin since 1978.

WWF-CAR seeks a **Finance, Human Resource and Administration Manager** whose major function will be to supervise the financial, human resource and administrative operations of the Country Office and the Dzanga-Sangha programme in cooperation with the Finance and People & Organization Development (POD) Managers of Central and Western Africa Countries (CWC).

**Location:** The position will be based in Bangui, CAR.

**Duration:** 2 years renewable

**Main responsibilities:**

Under the supervision of the Country Coordinator with technical reporting to the Finance Manager CWC and the POD Manager CWC, the Finance, Human Resource and Administration Manager's main responsibilities are:

**1- Financial Management and Reporting**

- Ensure that internal accounting and finance operations in the Country Offices comply with WWF standards and donor obligations;
- Supervise the finance and accounting services and staff;
- Monitor submission of financial reports to ensure that these are timely, complete, correct and appropriate. Identify problems and assist in providing solutions.

**2- Human Resources Management**

- Ensure that an appropriate system of confidential personnel files for the Country Office and DSPA staff, containing key data, documents and correspondences relative to each employee's contractual relationship with WWF is maintained and up to date;
- Ensure a satisfactory payroll system of the Office and the DSPA, including ensuring timely payment of salaries and remittance of payroll taxes and social security contributions withheld to the proper authorities, as required by CAR laws;
- Ensure that appropriate procedures are in place and are respected with respect to recruitment, dismissal, compensation & benefits, employment conditions, travels as per the Regional Office for Africa (WWF ROA) policies and the human resources Manual.

**3- Contract and general Administration**

- Ensure that the DSPA and the National Office fulfil their contractual obligations with regard to timely and quality financial reporting and budgeting;
- Ensure that projects funds are called on a timely basis on the basis of the procedure agreed with each donor;
- Assist the Principal Technical Adviser in meeting other contractual obligations to the donors when possible;
- Administrate insurance contracts of WWF assets and personnel.

#### 4- Others

- Ensure compliance with Field Operations Manual (FOM) and WWF ROA for maintenance and management of property (Vehicles, Main Office);
- Ensure the use of WWF accounting and Management information systems (MIS) systems guidelines set by WWF;
- Ensure that all laws with respect to taxes and duties are respected and that all authorized exemptions are obtained.

#### What you need:

##### **Required Qualifications**

- Minimum a bachelor's degree in Accounting or Financial Management;
- 7 years' experience, which at least five (5) years in a leadership role, with demonstrated success in an international environment (NGO or Company);
- Full accounting qualification i.e. CPA, ACCA or equivalent will be a plus.

##### **Required skills and competencies**

- Demonstrated skills in developing, managing and evaluating financial and administrative plans and policies;
- Experience working with government and donors;
- A thorough knowledge of and dexterity with accounting's softwares and systems.
- Strong leadership abilities;
- Ability to work under pressure;
- Excellent inter-personal skills, including the ability to develop and maintain strong relationships at all levels, within WWF CAR and, as required, with external stakeholders;
- Excellent oral and written communications skills in English and French;
- High ethics and a personal commitment to transparency and accountability;
- Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging.

Please consult the attached job description for more information on the position.

#### How to apply?

Interested candidates who meet the above requirements are invited to send a cover letter and a detailed CV to the address [recruitcarpo@wwfcarpo.org](mailto:recruitcarpo@wwfcarpo.org)

The subject should read **FHRAM**

Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted six (6) weeks after closing, consider your application unsuccessful.

**Deadline for applications: 9 February 2015.**

*Female and African nationals applicants are encouraged.*

*WWF is an equal opportunity employer and committed to having a diverse workforce*