

COMISSÃO DA CEDEAO

COMMISSION DE LA CEDEAO

Agence Régionale pour l'Agriculture et l'Alimentation

ARAA



ECOWAS COMMISSION

Regional Agency for Agriculture and Food

RAAF

Terms of Reference for the selection of a Junior Internal Auditor for the ECOWAS Regional Agency for Agriculture and Food (RAAF).

The creation of the Regional Agency for Agriculture and Food is part of operationalising the Economic Community of West African States' agricultural policy (ECOWAP/SADCAP). It is responsible for the execution of a number of missions related to the implementation of the ECOWAS agricultural policy. In view of the policy's objective of promoting food security, food sovereignty and regional integration in West Africa, on the one hand, and the objectives of the agricultural investment programmes (national and regional), the mandate assigned to the Regional Agency for Agriculture and Food is: "to ensure the technical execution of regional investment programmes and plans contributing to the operationalisation of the ECOWAS agricultural policy, relying on regional institutions, organisations and actors with proven competencies".

As part of its mandate, it coordinates several regional projects implemented in the fifteen ECOWAS Member States. To better ensure the prudent management of its projects, the RAAF is looking for a consultant to oversee internal project audits. The consultant will also collaborate with other ECOWAS structures in Lomé, including the Project Preparation and Development Unit (PPDU), Information Technology Services (ITS) Lomé and the ECOWAS Permanent Representation in Togo, whose internal services (finance, accounting, procurement, administration, human resources, IT, legal) are merged within a pool of services.

I. Tasks and Responsibilities

Under the coordination of the Executive Director of the RAAF and the supervision of the Head of the Administration and Finance Division, the Junior Internal Auditor Consultant will be responsible for

- Checking all accounting records, contracts, and contracts;
- Ensure compliance with the procedures in force and their conformity with the actions undertaken;
- Analyse financial and audit reports submitted by project leaders or beneficiaries of funds from technical and financial partners or the Community;
- Drawing up annual audit plans;
- To conduct internal audit missions in accordance with the agreed plan, covering the level of risk control and monitoring, the processing of operations, the financial function or any other Partner Fund;
- Monitoring the implementation of recommendations of external and internal audit missions;
- Ensure the identification and control of risks through the implementation of a risk map;
- Assess the reliability and integrity of the information processed or to be processed
- Monitor compliance with the laws, regulations and procedures in force in the activities and operations of the Own Fund and the financial partners;
- Ensure compliance with internal control procedures and propose any updates that may be necessary;
- Regular reporting on compliance with the rules and procedures in force;

II. Qualifications and experience

Qualifications

Have a master's degree at the university level (BAC+5) in accounting, finance, management control, audit, or a related discipline.

Experiences

- Two to three years of relevant experience in the field of financial control and internal audit;
- Proof of professional experience in internal control in a typical multilateral organisation (regional organisation or similar): relevant work placements will be considered in the evaluation of the consultant's experience;
- Have a good command of accounting software, particularly SAP;
- Demonstrate knowledge of auditing standards and practices, risk assessment, applicable financial rules and procedures, including Governance, Risk and Compliance (GRC) tools;

III. ECOWAS core competencies

- Proven experience working in a multicultural environment with a wide variety of partners and different stakeholder groups
- Have a good team spirit
- Have good professional and moral integrity
- To be able to maintain good inter-professional relations.

IV. Language

Have an excellent command of one of the 3 working languages of ECOWAS (French, English, Portuguese). Knowledge of a second language is an asset.

V. Location and duration of the mission

The consultant will be based at RAAF in Lomé. The duration of the assignment is twelve (12) months, renewable depending on the performance of the consultant, the availability of financial resources and the needs of the position.