ORGANISATION POUR LA MISE EN VALEUR DU FLEUVE GAMBIE

HAUT-COMMISSARIAT

VACANCY ANNOUNCEMENT

PROJECTS ACCOUNTANT

BACKGROUND AND RATIONALE

The Gambia River Basin Development Organisation (OMVG) is an intergovernmental organisation comprising the Republic of The Gambia, the Republic of Guinea, the Republic of Guinea-Bissau and the Republic of Senegal. Its mandate is to promote the rational and coordinated development of the resources of the Gambia, Kayanga-Geba and Koliba-Corubal river basins, notably through the implementation of integrated projects in the fields of energy, agriculture and infrastructure.

The Finance Directorate of the OMVG High Commission is responsible for the financial and accounting management of the Organisation. Within the Finance Directorate, the Budget and Accounting Division is responsible for budget execution and for maintaining the accounts of OMVG, in particular the budgetary and cost accounting of investment projects and programmes financed from external resources and from the Member States' counterpart funds.

As part of efforts to strengthen the capacity of its Finance Directorate, and in order to ensure that the accounts of its projects and programmes are maintained rigorously and in compliance with the rules of the Organisation and the requirements of its technical and financial partners, the OMVG High Commission invites applications for the position of Projects Accountant within the Budget and Accounting Division. These Terms of Reference set out the duties and responsibilities of the position, the required qualifications and competencies, and the application and selection procedures.

JOB DESCRIPTION

Job Title:	Projects Accountant
Reporting Line:	Under the supervision of the Head of the Budget and Accounting Division
Status:	Permanent Staff – Category II
Age:	Applicants must be no more than fifty-five (55) years of age on the date of assumption of duty.
Duty Station:	OMVG High Commission, Dakar, Senegal, with travel to the Member States (The Gambia, Guinea, Guinea-Bissau, Senegal) as required
Nationality:	The position is open to nationals of the OMVG Member States

DUTIES AND RESPONSIBILITIES

Overall Responsibility

The postholder shall be responsible for managing the accounts of the projects and programmes of the OMVG High Commission. The postholder shall also maintain the budgetary and cost accounting of investment projects financed from external resources and from the Member States' counterpart funds, in accordance with the accounting rules of the Organisation and the procedures of technical and financial partners.

Key Duties and Responsibilities

The postholder shall:

Project and Programme Accounting

- Maintain the day-to-day accounts of OMVG projects and programmes, and record and post transactions in the Organisation's accounting software, in accordance with the chart of accounts and the budget nomenclature in force.
- Maintain the budgetary and cost accounting of the Member States' counterpart contributions to the Organisation's projects.
- Receive, verify, file and safeguard the accounting records of projects, and ensure that supporting documents are traceable and readily available.
- Monitor the bank accounts dedicated to project counterpart funds, perform bank reconciliations and monitor the corresponding cash positions.
- Monitor the mobilisation and recording of the funds made available by the partners and of the Member States' counterpart contributions.

Disbursements and Relations with Technical and Financial Partners

- Where a project is managed internally and no dedicated project management unit has been established, prepare disbursement requests, requests for reimbursement of funds and direct payment requests, together with the related supporting documents, in accordance with the procedures specific to each funding agency; submit them to the Head of the Budget and Accounting Division for review and approval, and then forward them to the Finance Director for signature.

Financial Statements, Audit and Control

- Contribute to the preparation of the financial statements of projects and programmes and of the accounting and financial statements of the Organisation's counterpart funds.
- Prepare and make available the accounting records and information required for audit and supervision missions conducted by technical and financial partners and for the work of the Statutory Auditor.
- Monitor the implementation of the recommendations of audits and supervision missions falling within the postholder's area of responsibility and report to management accordingly.

Budget, Reporting and Support to the Division

- Contribute to the preparation and monitoring of the execution of the budgets of projects and programmes, in liaison with the Head of the Budget and Accounting Division.
- Perform any other duties within the scope of the position as assigned by management.

Working Relationships

The postholder shall maintain functional working relationships with all OMVG entities (Directorates, Divisions, departments reporting directly to the High Commission, SOGESART, National OMVG Units, Projects, Programmes and other relevant entities), as well as with technical and financial partners, auditors and banking institutions, within the scope of the position.

REQUIRED QUALIFICATIONS AND COMPETENCIES

Academic Qualifications

- Applicants must hold at least a Bachelor's degree or equivalent qualification requiring at least three years of higher education in Accounting, Finance, Management, Audit or a related discipline. A Master's degree or equivalent qualification would be an additional asset.
- A specialisation or professional certification in accounting, audit or finance (ACCA or equivalent) would be an asset.

Professional Experience

- At least five (5) years of professional experience in accounting, with at least three (3) years in the accounting of projects or programmes financed by technical and financial partners, including counterpart funding from borrowing States.
- Proven experience in maintaining the budgetary and cost accounting of investment projects.
- Experience in preparing disbursement requests and expenditure supporting documents in accordance with donor procedures (World Bank, AfDB, BOAD, European Union, GEF, etc.).
- Experience in preparing for and supporting external audit assignments.
- Experience gained within an intergovernmental organisation, a regional project or a project management unit would be an asset.

Technical Competencies

- Sound command of general accounting, cost accounting and project accounting.
- Sound knowledge of the administrative, financial and accounting procedures of technical and financial partners.
- Proficiency in standard accounting software, in particular TOMPRO; knowledge of SAARI, SAGE, etc. would be an asset.
- Proficiency in standard office software, in particular spreadsheets.
- Strong analytical, drafting and summarising skills.

Personal Attributes

- Strong interpersonal skills and adaptability.
- Initiative and the ability to establish priorities.
- Strong organisational skills and responsiveness.
- Ability to work effectively in multidisciplinary and multicultural teams.
- Ability to work under pressure and meet deadlines.
- Rigour, probity and professional integrity.
- Sense of confidentiality and discretion.

Languages

- Excellent command of at least one of OMVG's working languages English, French or Portuguese).
- A good working knowledge of a second working language would be highly desirable.

APPLICATION PACKAGE

The application package must include:

- A cover letter addressed to the OMVG High Commissioner;
- A detailed, dated and signed curriculum vitae highlighting qualifications and experience relevant to the position (maximum five pages);
- Certified true copies of academic qualifications and training certificates;
- Copies of certificates of employment or service certificates evidencing the required professional experience;
- A copy of a valid national identity card or passport confirming that the applicant is a national of an OMVG Member State;
- Contact details of three (3) professional referees.

SELECTION PROCEDURE

The selection process shall be conducted in accordance with the OMVG Staff Regulations and applicable recruitment procedures. It shall comprise :

- Shortlisting based on the qualifications and experience requirements set out in these Terms of Reference;
- An interview before a duly appointed Selection Committee, which may be supplemented by a written test or a practical assessment, where applicable;
- Verification of references and the authenticity of the academic qualifications of shortlisted candidates.

Only shortlisted candidates will be contacted. OMVG reserves the right not to proceed with this vacancy announcement.

OMVG is an equal opportunity employer. Qualified women are strongly encouraged to apply.

APPLICATION PROCEDURE

Applications, drafted in one of OMVG's working languages, must be submitted no later than **18 October 2026** at 5:00 p.m. (GMT), by e-mail only to **recrutement@omvg.org**, with the subject line: "Application for the position of Projects Accountant".

Applications received after the closing date will not be considered.