



APICA GNB Project
Adaptation of Agricultural Production Systems in Coastal Areas
of Northwest Guinea-Bissau

TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF A FINANCIAL MANAGER

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ADPP-GB E&A Management according to the internal procedures of ADPP-GB and the requirement of the Financing Entity (GCF) and the Accredited Entity (OSS);

- Manage the contract with the approved external audit Company and the timely supply of documentation as well as facilitate their work; and
- Elaborate, propose and implement corrective measures according to the financial bottlenecks identified by the coordination and auditors.

3.2 Other Tasks

- Participate in the meetings of the Steering Committee to present e.g. financial reports, budgets and guidelines whenever requested;
- Execute other tasks related to financial Management, when requested by the Project Coordinator; and
- Any other tasks assigned required to the project

4. Required Experiences and Qualifications

- University degree in any of the following disciplines: Accounting, Public Administration, Business Administration, Economics, Management, Finance or related field with supporting performance in a leadership position;
- Professional experience in financial project coordination and administration of minimum 4 years including financial management of large and complex contracts, developing and managing annual budgets, and ability to manage consultants;
- Professional experience in administration, accounting and management of Development Cooperation projects preferably related to agriculture and environment (climate change);
- Experience in internal controls, bookkeeping in accounts receivables, accounts payable and reconciliation and ability to interpret financial procedures and standards and their application is required;
- Experience working with NGOs and knowledge of project management would be an asset;
- Demonstrated leadership abilities and supervision skills with ability to work in a team in multicultural and international context is an asset;
- Knowledge of the socio-cultural reality of Guinea-Bissau and in particular of the area of intervention and/or knowledge of rural areas, in particular the Region of Cacheu and Oio is an asset;
- Good organisational skills, ability to take decisions and propose corrective measures in the field, high capacity for autonomy, initiative and foresight and ability to work under pressure and flexible working hours and is highly recommended;
- Excellent written and spoken communication skills in English and Portuguese
- Creole and/or local language is an added advantage;
- Computer literacy in user's perspective, Office; Word, Excel, PowerPoint and Accounting programs, etc;
- Holder of a driving licence for light vehicles or motorbikes is an advantage;

5. Remuneration

Monthly remuneration is estimated at USD 800 – USD 1.000 (including taxes, employees and employers social security payment and other legal deductions in Guinea-Bissau, lunch at work and possible housing), paid in national currency based on the exchange rate of the funds received from the donor and in accordance with the budget approved by the Green Climate Fund (GCF)

6. Place of Work

The Financial Manager will be based in Bissau, with regular travel to the regions and the various areas of intervention of the project, according to the needs.

7. Duration of Contract:

- a) The contract will have a duration of 12 months, renewable upon a satisfactory evaluation by the contractor every cycle for the project's duration.
- b) Due to the complexity of the function, there is a probation period of 6 (six) months as per ADPP-GB recruitment policy.

8. Accountable to:

The Financial Manager will be accountable to and report to the APICA GNB Project Coordinator and will be supported by the ADPP-GB E&A (Economy & Administration) team, with guidance from the ADPP-GB's Executive Board (Executive Director)

9. Application Process

a) Application Process

Submit an application package to the following email address: recursoshumanos@adpp-gb.org or in closed envelope, indicating the reference "Application for Financial Manager - Adaptation of Agricultural Production Systems in Coastal Areas of Northwest Guinea-Bissau (APICA GNB)" and delivered to the office of ADPP Guinea-Bissau, located at Av. dos Combatentes da Liberdade da Pátria, Bairro Internacional, Rua 4 S/N-Bissau, no later than Thursday 02/03/2023 that will include:

1. Motivation letter
2. Updated CV and 3 references

The APICA GNB Project encourages female candidates to apply for this position.

Note: The shortlisting and recruitment will be conditioned upon funds availability.

b) Attachments

Project Document, including Environmental and Social Management Plan and Gender Action Plan to be required by email from the recursoshumanos@adpp-gb.org or downloaded from ADPP-GB website (www.ADPP-GB.ORG)