



## **Administrative and Financial Manager**

**FishLib Project: “Enhancing smallholder fish farming through agro-ecological intensification and integration into inclusive commercial value chain”**

**LIBERIA**

### **APDRA Presentation**

APDRA is a non-profit association/NGO founded in 1996 and recognized for public utility. It supports promotion of fish farming in developing countries and raises awareness in developed countries for the opportunity this activity represents for the rural development.

APDRA works for strengthening food security, increasing and diversifying the incomes of family farms through the development of fish farming integrated to the local agricultural, environmental and socio-economic dynamics, the supports of the professional organizations in the rural areas. The association operate on four important areas: fish farming techniques, value chain structuration, training and research and development.

APDRA is currently conducting projects in Cameroon, Côte d'Ivoire, Congo, Guinea, Madagascar, Liberia and Cambodia.

### **The project**

The project: “Enhancing smallholder fish farming through agro-ecological intensification and integration into inclusive commercial value chain in Liberia” will run for 4 years (2020-2023). The intervention will target the Bong, Nimba and Lofa Counties and will include 3 main components:

Component 1: Support the development of fish farming by raising awareness and training of smallholder farmers and SMEs.

Component 2: Structuration of the farmed fish value chain by strengthening the local initiative of cooperation, supporting the inputs and service providers and improving market access.

Component 3: Enhance the communication and partnerships between governments, private sector and civil society for building a shared vision and goals in Liberia for the development of smallholder fish farming upon inclusive and sustainable principles

### **Job Summary**

Based in Gbarnga (capital of Bong County), Liberia, the Administrative and Financial Manager will supervise and build the capacity of the accounting team, ensure the compliance of the administrative and financial operations of the project with national legislation, donors agreements, and internal procedures of APDRA. S/he will develop and supervise the human resources management strategy. S/He will work in collaboration with the Project Manager based in Liberia, the Operation Manager and Administrative and Finance Director based in APDRA headquarter in France.

### **Duties and Responsibilities**

The duties and responsibilities of the Administrative and Financial manager will include, but won't be limited to:

- Coordinate the administrative and financial staff of the project in 3 offices
- Ensure the administrative management of the project employees and the project equipment
- Improve / guarantee the implementation and use of financial and logistical management tools

- Oversee the request for disbursement to the headquarters and payment of the project invoices in compliance with the donors' guidelines
- Update the budget planning upon project needs
- Oversee the production of financial reports
- Develop and supervise the equipment management strategy
- Develop and supervise the application of internal control procedures
- Prepare and supervise the internal and external financial audit
- Carry out punctual missions of capacity building among project partners

## **Requirements**

- Master degree in a relevant field
- At least 5 years of professional experience in a similar position, preferably in developing countries
- Proficiency in accounting management software
- Strong logical and analytical skills
- Interest in rural development
- Fluency in written and spoken English
- Proficiency in French is a plus

Experience in managing grants from the European Commission would be significant advantage

## **Benefits**

This is a full time position. Contract duration: From Jan/Feb 2020 through Dec 2023. The remuneration will be based on candidate experience in accordance with APDRA salary scale. APDRA covers one round trip flight ticket per year.

The position based in Gbarnga with regular travels to Monrovia, in Bong, Nimba, Lofa Counties and possible missions to France.

## **How to apply**

Candidates should send their resume and cover letter explaining how their experience, skills and attributes align with the position, by December 15<sup>th</sup>, 2019.

These documents should be sent by email to [recrutement@apdra.org](mailto:recrutement@apdra.org) with the position reference (LiberiaRAF2020) in the subject line.