Job Vacancies in CAR

https://jobscar.info/poste/ctg-ict-administration-training-support/

CTG – ICT Administration / Training Support

Organisme employeur
CTG

Lieu du poste
Bangui, République centrafricaine

Date de publication
23/01/2025

Valide jusqu'au
05.02.2025

Description

Vacancy id
VAC-23141

Job title
VAC-23141 ICT Administration / Training Support

Location
All over the country as per operational requirement

Apply by
26-Jan-2025

Start date
02-Feb-2025

Duration
5 months

Number of vacancies
1

Qualification
Certificate in High school diploma or equivalent is required a diploma in accounting & finance or a related field is highly desirable (essential).

Sector experience
Minimum of 5 year/s of demonstrable relevant experience in budget & financial management, procurement or working experience within the United Nations (UN) or similar international organizations experience (essential).

Geographical experience
Minimum of 5 year/s of experience in Africa (desirable).

Languages
Fluent in English (essential).
Working level in French (desirable).

Job description

CTG overview
CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to

crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilise at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on a number of occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organisations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

Responsabilités

Overview of position
This position is located in the ICT section & supports procurement & budgetary activities to ensure the smooth operation of the section & compliance with organizational standards.

Role objectives
Procurement & vendor coordination:

- Review, record & prioritize purchasing requests.
- Obtain additional documentation as required.
- Monitor the status of existing requisitions & update procurement plans.
- Maintain contact with suppliers to ensure timely delivery of goods & services.
- Coordinate shipment of goods & verify the receipt & inspection of deliverables.

Budget & financial management:

- Assist in preparing budgets, reconciling monthly & yearly transactions for the section.
- Ensure data integrity in financial reporting & process vendor invoices accurately.
- Prepare performance reports & justify variances between expenditures & approved budgets.
- Create Service Entry Sheets (SES) to facilitate vendor payments.

Administrative management:

- Maintain records for the budget & procurement cell & ensure proper filing & documentation.
- Handle financial data entry, including cost estimates & budgetary allocations in SAP / ERP systems as required.
- Generate unliquidated obligation reports & support budgetary adjustments.

Training & support:

- Provide training on budget & procurement processes to relevant personnel.
- Offer support on applications such as UMOJA ERP or budget & finance related activities.

Other duties:

- Undertake additional administrative or budget related tasks as assigned by the supervisor.

Project reporting
This role will be reports to the line manager.

Qualifications

Key competencies

- High school diploma or equivalent is required a diploma in accounting & finance or a related field is highly desirable.
- At least 5 years of progressive experience in budget & financial management, procurement or working experience within the United Nations (UN) or similar international organizations.
- Expertise in SAP / ERP & general ledger functions.
- Fluency in English is required (oral & written) & knowledge of French is desirable.
- Advanced computer skills, including Microsoft Office Suite (Word, Excel & PowerPoint).
- Strong analytical & organizational skills with attention to detail.
- Takes responsibility for meeting deadlines & maintaining accuracy.
- Works collaboratively & fosters a supportive environment.
- Ensures data integrity & proper documentation.
- Handles multiple priorities in a dynamic & fast paced environment.

Team management

This role has no team management responsibility.

Further information
Qualified female candidates are encouraged to apply for this role.

Bouton
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