



BANJUL ACCORD GROUP ACCIDENT INVESTIGATION AGENCY (BAGAIA)

ADVERTISING OF THE POST OF ACCOUNTS/OFFICE ADMINISTRATOR

Recruitment of an Accounts/Office Administrator for the regional accident investigation agency, Banjul Accord Group Accident Investigation Agency - BAGAIA

Job Duration: Initial 6 months

BAGAIA, is a regional agency with headquarters in Praia, is formed by seven Member States, namely, Cabo Verde, Gambia, Ghana, Guinea, Liberia, Nigeria and Sierra Leone.

Currently BAGAIA is administratively managed by the International Civil Aviation Organization -ICAO, through the Technical Committee Bureau, and its main mission is to support Member States in the preparation and conduct of aeronautical accidents investigations.

Being in the implementation and constitution phase of the technical and administrative staff, BAGAIA announces that a call for tender for the filling of one (01) vacancy for the role of Accounts/Office Administrator for the Commissioner's Office based in Praia, in the following conditions:

1. Job description

The Accounts/Office Administrator is part of the BAGAIA team and develops its activities according to the guidelines of the Commissioner, constituting as main functions:

- a) Ensuring support to the Commissioner in the areas of budgetary and asset management and personnel administration;
- b) Ensuring support for accident and incident investigation teams;
- c) To elaborate the administrative processes for the acquisition of goods and services, necessary for the functioning of BAGAIA, in accordance with the Activity Plan;
- d) Check the monthly balance sheets, monitor the budget execution and submit to the President's dispatch;
- e) Manage office supplies stock and place orders
- f) Prepare regular reports on expenses and office budgets
- g) Maintain and update company databases
- h) Organize a filing system for important and confidential Agency's documents
- i) Answer queries by employees and clients
- j) Update office policies as needed
- k) Maintain the Agency's calendar and schedule appointments
- l) Book meeting rooms as required
- m) Distribute and store correspondence (e.g. letters, emails and packages)
- n) Prepare reports and presentations with statistical data, as assigned



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- o) Arrange travel and accommodations
- p) Schedule in-house and external events
- q) Manage obligations to suppliers, customers and third-party vendors
- r) Reconcile financial statements
- s) Prepare, send and store invoices
- t) Identify and address discrepancies
- u) Report on the status of accounts payable and receivable
- v) Update internal accounting databases and spreadsheets

2. Requirements

Candidates for the post of accounts/office administrator must fulfill the following requirements:

- a) Bachelor's degree in one of the following areas or equivalent: Management, Economics, Administration;
- b) Minimum professional experience of 3 years in relevant positions;
- c) Good oral and written knowledge of Portuguese and English;
- d) Excellent written and verbal communication skills
- e) Proven work experience as an Accounts Administrator or similar role;
- f) Good knowledge of bookkeeping procedures and debt collection regulations;
- g) Hands-on experience with accounting software;
- h) Advanced knowledge of Excel (using financial formulas and creating spreadsheets);
- i) Solid data entry skills with an ability to identify numerical errors;
- j) Good organizational and time-management abilities
- k) High degree of self-motivation and discipline;
- l) Ease of relationship and team spirit;
- m) Have a good reputation, tact, tolerance, patience and a high level of moral integrity.

3. Preferential requirements

- a) Professional experience in the field of civil aviation;
- b) Immediate availability.

4. Required mandatory documentation

- a) Application letter addressed to the BAGAIA Commissioner;
- b) Photocopy of the ID or passport;
- c) Candidate's curriculum vitae;
- d) Documents proving training, experience and profile;



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- e) Professional references.

5. The selection will consist of the following eliminatory phases

- a) Pre-selection in accordance with the requirements set out above;
- b) Curriculum evaluation;
- c) Interviews.

6. Conditions

For the performance of the duties, the following conditions are offered; A challenging and motivating area of activity in an international organizationl:

- a) Possibility of training and professional development;
- b) Attractive salary conditions and compatible with the function;
- c) Good working environment.

7. Application process and deadline

The aforementioned documents must be sent until 4:00 pm on March 30, 2020, addressed to BAGAIA Commissioner, with the mention “Recruitment of BAGAIA's Accounts/Office Administrator”, in a closed envelope or by email to the following addresses:

Banjul Accord Group Accident Investigation Agency - BAGAIA)

Achada Grande Frente, Cidade da Praia, Santiago, C.P. 7603, República de Cabo Verde,

Tel.: 2603430

Email: samuel.ameh.bagaia@gmail.com

C/C: bagaia.commissioner@gmail.com

8. Requests for clarification

Interested may obtain further information only in written trough the email addresses below:

Email: samuel.ameh.bagaia@gmail.com

C/C: bagaia.commissioner@gmail.com

Engr. Charles Irikefe Erhueh
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