SHORT VACANCY NOTICE

Open to Internal & External Candidates

Position: Project Finance and Admin Assistant
Location: Benin, Edo State
Type of Appointment: Short term
Closing Date: 7th August, 2019

BACKGROUND

CLEEN FOUNDATION (formerly known as Centre for Law Enforcement Education) is a non-governmental organization based in Abuja and established in January 1998 with the mission of promoting public safety, security and accessible justice through the strategies of empirical research, legislative advocacy, demonstration programmes and publications, in partnership with government, civil society and the private sector. Since its establishment in the country in 1998, CLEEN has greatly encouraged the development of the Security and Justice sectors through Capacity building programs, Accountability and justice programs, Local and international research initiatives, Public safety and security interventions, Community resilience and peace building efforts and through promotion of human rights and the rule of law in partnership with Civil Society Organisations, Government agencies, Media organisations and developmental partners.

In view of its quest for expansion, productivity and actualization of its strategic plan and program objectives, CLEEN Foundation is currently recruiting and searching for experienced, resourceful and proactive officers to join its team:

Qualifications

- University Degree or HND in Accounting, Business Administration, Banking and Finance
- 2 to 3 years of project financial and admin experience.
- Experience in the usage of computers and office software packages (MS Word, Excel, ppt, etc);
- Experience in the use accounting software such as SAGE.
- Excellent drafting and communication skills, both written and oral.
- Proven ability to work in a local context.
- Experience in Project accounting and reporting as well as auditing
General Duties

- Professional certificate in accounting like ACCA, ICAN or ANAN will be an added advantage.

**General Duties**

- The maintenance of regular communication and reporting procedures with the Chief Operation Officer at the Head Office in Abuja.
- Process payment request and and ensure proper documentation of all accounting transactions.
- Ensure timely accounting operations report to the head office.
- Preparation of procurement and service agreements relating to CLEEN-PJI Project in Edo.
- Draft Letters, Correspondence, simple reports, as may be requested by the Project lead or Finance Manager.
- Actively Monitor the CLEEN-PJI Project being implemented in Edo.
- Establish and maintain a filing system for the Project.
- Facilitate meeting arrangements between CLEEN and PJI in Edo.
- Provide CLEEN with relevant information on the progress of the project implementation in Edo.
- Act as an agent for CLEEN in matters relating to the P2P Project in Edo.
- Provide input to monthly, quarterly project progress review and periodic reports.
- Ensure resolution of problems and cashing into opportunities during the period of the project implementation. Also to ensure prompt alert to CLEEN in the event that he or she could not handle the situation or opportunity.
- Support the Finance Manager in the monitoring of Project budget and expenses.
- The performance of any other duties that may be reasonably requested by the Executive Director or his designate.

Core Values

- Respect for human rights
- Integrity
- Professionalism
- Accountability & Transparency
- Innovation

Functional Competencies

- Excellent communication skills in both verbal and written English.
- Excellent interpersonal skills.
- Ability to Communicate clearly with CLEEN and its partners and members of the public
- Interest in progressive issues and commitment to public interest work
- Prioritize work and take initiatives within agreed guidelines and set deadlines
- Proficiency with Microsoft Office required and Internet;
- Willingness to develop professional and personal skills necessary to perform assigned tasks
- Work accurately and in detail particularly under pressure of deadlines and maintain reliable projects files
- Willingness and ability to travel and work outside regular business hours when necessary;

**Method of Application**
Applicants for the respective positions above must email their CVs (Max 3pages, Word ) with a cover application letters to: searchcommittee@cleen.org using the “Job title” as the subject of the mail.

**Application Deadline:** Wednesday 7th August, 2019