

CCDG
CENTRE DE LA CEDEAO
POUR LE DEVELOPPEMENT DU GENRE



EGDC
ECOWAS GENDER
DEVELOPMENT CENTRE

Service provider selection

Call for expressions of interest

Agency	ECOWAS Centre for Gender Development (ECDG)
Selection method:	Selection of an individual consultant
Selection reference:	CCDG/BUDGET/2026/SCI/09
Object :	Selection of an Administrative and Finance Assistant for the CCDG
Remuneration	\$12,000 USD per year.
Publication date:	June 10, 2026
Deadline:	July 2, 2026

June 2026

1. Context

The Economic Community of West African States (ECOWAS), one of the regional economic communities of the African Union, was created on May 28, 1975. It consists of the following twelve (12) member states: Benin, Cabo Verde, Côte d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Nigeria, Senegal, Sierra Leone and Togo.

The ECOWAS Centre for Gender Development (ECGG) was established in 2003 as a specialized agency of the ECOWAS Commission, tasked with initiating and facilitating capacity building through evidence-based research, training and skills transfer, and the development and management of programs for women and men in the public and private sectors to address gender equality and women's empowerment issues within ECOWAS integration programs.

Based in Dakar and under the auspices of the Department of Human Development and Social Affairs of the ECOWAS Commission, the CCDG's mission is to transform West Africa into a just and secure community in which men and women have equal opportunities to participate in, decide upon, control, and benefit from all development initiatives. Its mandate is to "work with member states to ensure the effective implementation of the ECOWAS gender policy."

As part of the implementation of these activities and the strengthening of the Centre's human resources, the selection of a service provider, Administrative and Finance Assistant, is planned.

2. Mission Description

2.1. Mission objective

Assist the Administration and Finance division in administrative activities and financial resource management, in accordance with applicable accounting standards and procedures.

2.2. Job description

The service provider will perform the following tasks:

- Prepare supporting documents for accounting settlements and other expenses;
- Process advances, expenditures, commitments and payments related to contracts in accordance with the ECOWAS Financial Regulations and financial procedures;
- Ensure the timely recording of financial data and reconciliation of accounts;
- Ensure the efficient filing and secure archiving of all supporting documents, including related documents, for review by internal and external auditors;
- Review financial documents such as invoices, memos on expense requests, contractual payment requests, provide appropriate explanations if necessary and forward them for approval/ or further execution;
- Ensure the weekly, monthly and quarterly preparation of accounting reports;
- Petty cash management;
- Seizure of bank statements;
- Drafting bank transfer letters;
- Perform any other tasks assigned by management.

3. Profile and experience

The ideal candidate must meet the following criteria:

3.1. General qualifications:

- Have at least a university degree at the Bachelor's level in accounting, finance, administration or any other degree in related fields.

3.2. Experience

- Having at least two (2) years of professional experience in accounting, finance and business administration; relevant professional internships may be taken into account in the evaluation of candidates' experience;
- Having good accounting organization for better results;
- Experience in administrative writing is required.
- Experience in a specialized ECOWAS institution/agency would be an asset;

3.3. SKILLS

- Proficiency in computer use, particularly with software such as Word, Excel, and PowerPoint.
- Petty cash management;
- Knowledge of international accounting standards and tax regulations;
- Experience in preparing financial statements and budget reports;
- Proficiency in spoken and written communication in one of the official languages of the ECOWAS Community (English, French and Portuguese). Knowledge of another language would be an additional asset.

3.4. Skills and qualities

- Being able to work under pressure and having a good teamwork spirit;
- To be able to maintain good interprofessional relations;
- Having the ability to work in a multicultural environment such as that of ECOWAS.

4. General terms and conditions of service

4.1. Key competencies related to ECOWAS

- Being able to draw inspiration from the Code of Ethics to manage oneself, others, information and resources;
- Understanding diverse cultural viewpoints, particularly those of West African nationals, and taking into account differences between groups;
- Being able to fight against prejudice and practice tolerance and empathy;
- Mastering ECOWAS rules and procedures regarding assigned responsibilities and being able to explain them clearly to other actors;
- Having the ability to convey information clearly, concisely, succinctly, and in an organized manner, both in writing and verbally.

4.2. Location, duration and start of the mission

- The service provider will be based in Dakar, Senegal at the ECOWAS Centre for Gender Development;
- The mission will last for one year with the possibility of renewal depending on the availability of funds and the performance of the service provider following a satisfactory evaluation;
- The positions are full-time;
- The service provider is required to refrain from any situation that could put them in a conflict of interest within the framework of the mission assigned to them.

5. File composition

The application file must include;

- A letter of expression of interest, including the availability period (1 page);
- A recent curriculum vitae detailing professional experience and similar assignments (**maximum 3 pages, in the format attached in the appendix**);
- Three professional references (Names and surnames, current functions, functions at the time of collaboration with the Consultant, email and telephone contact);
- Copy of the highest diploma;
- Copies of work or service certificates, listed in the curriculum vitae.

6. Selection criteria

Applications will be evaluated based on the following evaluation criteria and scoring scales:

No.	Evaluation criteria	Rating scale
I	Qualifications (education and general experience)	30 points
II	Specific experiences related to the mission	65 points
III	Proficiency in the official languages of ECOWAS	5 points
	TOTAL SCORE	100 Points

The minimum required score is 70 out of 100; a shortlist of the three best candidates will be drawn up and the shortlisted candidates will be invited for interviews.

7. Submission of applications

- Application deadline date and time: **July 2, 2026 at 5:00 PM GMT.**
- Submission links: Applications should be submitted to the following address: consultants@giaba.org; CC: mnnakorba@giaba.org; and msbarry@ccdgecowas.org
- **Application format: the application must be in PDF format**
- **Please specify in the subject line: "SCI09 - Assistant in Administration and Finance"**
- **The CCDG reserves the right not to consider applications that do not comply with the above submission conditions.**

Appendix 1

Curriculum Vitae (CV) Template

Reference of the Opinion:	<i>[Insert reference number of the Notice]</i>
Job Title:	<i>[Specify the full title]</i>
Name of service provider:	<i>[Candidate's full name]</i>
Date of birth :	<i>[Day/month/year]</i>
Nationality/Country of residence:	<i>[Insert country]</i>
Address/ Contact/ Telephone	Information to contact the consultant: <i>[email: _____ phone: _____]</i>

Education : *[Summarize university and other specialized studies undertaken, indicating the name of the school or university, the years of study, and the degrees obtained, starting with the most recent degree.]*

Name of the school or university	Years of study	Degrees obtained
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Relevant professional experience for the Services : *[List all jobs held since graduation, in reverse chronological order, starting with the current position; for each, indicate the dates, the name of the employer, the employee's job title, and the place of work; for jobs held within the last ten years, further specify the type of work performed and, where applicable, provide the names of clients as references. Jobs held that are unrelated to the Services may be omitted.]*

Period	Employer's name, job title/position held. Contact information for references.	Country	Summary of activities carried out, in relation to the Services
<i>[e.g. May 2015 – present]</i>	<i>[For example, Ministry of _____, advisor/consultant for _____.</i> <i>For references:</i> <i>Tel. _____ / Email _____,</i> <i>Mr./Ms. [Name and surname],</i> <i>[Extension]</i>		
April 201 to	<i>[For example, Ministry of _____, advisor/consultant for _____.</i> <i>For references:</i> <i>Tel. _____ / Email _____,</i> <i>Mr./Ms. [Name and surname],</i> <i>[Extension]</i>		

Membership in professional associations:

Languages spoken (only indicate the languages in which you can work):

Certification:

I, the undersigned, certify that this CV accurately describes me, my qualifications, and my professional experience. Any false statement or inaccurate information in this CV may result in the rejection of my application.

[day/month/year]

Consultant's Name

Signature

Date _____