



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO  
 ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT  
 BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

## ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT (EBID), based in Lomé, Togolese Republic, is seeking to recruit qualified persons, who are citizens of the Community, to fill the following vacancies in the Professional staff category:

1	<b>INFORMATION TECHNOLOGY ENGINEER</b>  <b>(Grade P4 - 1)</b>	<p><b><u>Job Summary</u></b></p> <p>The successful candidate shall under the supervision of the Head of Division, Information Technology contribute in the implementation of the Bank's ICT Policy in accordance with the ICT plan of the Bank.</p> <p><b><u>Duties</u></b></p> <ul style="list-style-type: none"> <li>▪ Assist in the planning, procurement, installation and maintenance of all ICT equipment and peripherals and operating systems;</li> <li>▪ Participate in the implementation and monitoring of the ICT Policy of the Bank in accordance with the ICT master plan;</li> <li>▪ Assist in defining and implementing ICT norms and standards of the Bank;</li> <li>▪ Identify and assess the ICT needs of the Bank in collaboration with all the Departments;</li> <li>▪ Ensure the administration of systems, servers and all computers of the Bank;</li> <li>▪ Advise the Head of Division Information Technology on all matters relating to IT;</li> <li>▪ Operate the website of the Bank in collaboration with all Departments of the Bank;</li> <li>▪ Recommend and implement policies, procedures and strategies governing the use of computers and office equipment;</li> <li>▪ Assist in the designing and to maintain a plan of saving data as well as an emergency plan that enables continuation of activity in the event of breakdown of the main server;</li> <li>▪ Participate in the Implementation of the policy on the updating of the computer equipment and software as well as to ensure their safety.</li> <li>▪ Monitor and assess the working methods and ensure their efficiency;</li> <li>▪ Carry out other duties as assigned by Supervisor or Management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master's degree in computer systems, or equivalent certificate from a recognized University or tertiary institution;</li> <li>▪ Minimum of seven (7) years professional experience in Information technology ideally in a banking institution in which large scale projects have been carried out conclusively;</li> <li>▪ Ability to think strategically in the implementation of IT programmes and policies;</li> <li>▪ Extensive experience in Project Management including the planning and execution of policies, programmes to meet corporate targets in the area of IT;</li> <li>▪ Sound knowledge of the concept and software engineering technology workshops and possess vast experience in the concept and use of relational object database</li> <li>▪ Perfect knowledge of SQL Server and SQL language in general ;</li> <li>▪ Ability to use tools or language such as HTML, ASP, ASP.NET, PHP, WEB2.0, C#, C++, and JAVASCRIPT will be of advantage;</li> <li>▪ Sound knowledge of processing tools, Oracle, XML, and WEB SERVICES will be highly desirable;</li> <li>▪ Sound knowledge of internet and of related technology is imperative ;</li> <li>▪ Good analytical mind, sense of organization;</li> <li>▪ Ability to work as member of a team in a multicultural environment and capacity to accommodate cultural difference;</li> <li>▪ Ability to take initiative, well-disciplined and be able to work under pressure;</li> <li>▪ Ability to manage a team, possess good interpersonal skills, capacity to delegate powers and to take decisions.</li> </ul>
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<p style="text-align: center;"><b>ACCOUNTANT</b></p> <p style="text-align: center;"><b>(Grade P3 - 1)</b></p>	<p><u>Job summary</u></p> <p>Reporting to the Head of Accounts Division of the Department of Finance, the successful candidate will contribute to ensure proper and accurate recording of accounting entries (authenticity and accuracy of accounting documents, entries) in line with the accounting plan of the Bank and implement the financial policy of the Bank.</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> <li>▪ Ensure the accuracy of account balances and effect correcting entries;</li> <li>▪ Ensure the parameterization of account plans and the processing of accounting data;</li> <li>▪ Verify the authenticity and accuracy of automated accounting documents generated by the information systems;</li> <li>▪ Prepare cheques, transfers and drafts for the payment of invoices;</li> <li>▪ Prepare bank reconciliation statements;</li> <li>▪ Prepare repayment claims;</li> <li>▪ Prepare quarterly and annual financial statements;</li> <li>▪ Monitor fixed assets and stocks;</li> <li>▪ Save, and file documents and vouchers;</li> <li>▪ Participate in the annual accounts closing exercise;</li> <li>▪ Perform other duties assigned by Supervisors and Management.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Master's Degree or its equivalent in Accounts, Finance, Management;</li> <li>▪ At least five (05) years' experience, especially in the preparation of accounts of projects financed by international organizations;</li> <li>▪ Familiarity with the mechanisms and procedures of project management, disbursement procedures of donor agencies;</li> <li>▪ Good knowledge of some accounting software;</li> <li>▪ Ability to prepare clear, concise and accurate reports and work-notes on issues relating to his/her duties;</li> <li>▪ Ability to work under pressure in a team;</li> <li>▪ Solid capacity in planning and defining priorities;</li> <li>▪ Ability to work in a dynamic multicultural institution and capacity to accommodate cultural differences.</li> </ul>
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### **OTHER REQUIREMENTS**

- Be a national of one of the ECOWAS Member States;
- Must not be above 45 years at the time of recruitment;
- Have sound knowledge of computer tools (Word, Excel, Access and Power Point);
- Proficiency in oral and written expression in one of the official ECOWAS languages of the Community (English, French or Portuguese). Knowledge of another language will be an additional advantage.

### **APPLICATION MUST INCLUDE THE FOLLOWING:**

- A detailed curriculum vitae,
- A cover letter,
- Copies of academic and professional certificates,
- A copy of national identity card or passport,
- A copy of birth certificate.

Interested candidates should submit by email, their applications to [recrutbidc@bidc-ebid.org](mailto:recrutbidc@bidc-ebid.org), no later than September 30, 2022 with the subject **"2022 RECRUITMENT PROGRAMME"**.

**N.B.:** Only shortlisted candidates will be invited for interview. EBID reserves the right to withdraw the notified vacancies or offer position at a lower grade.