



TITLE:	Office Manager	POSITION #:	SN22-NR-004
LOCATION:	Dakar, Senegal	DURATION:	2 years renewable

POSITION SUMMARY

AKADEMIYA2063 is an African non-profit research organization with headquarters in Kigali, Rwanda and a regional office in Dakar, Senegal. AKADEMIYA2063 aspires to create, across Africa and led from Rwanda, state-of-the art technical capacities to support the efforts by the Member States of the African Union to achieve the key goals of the agenda 2063 of transforming national economies to boost growth and prosperity. The main goal of AKADEMIYA2063 is to help meet the needs of African countries in terms of data, analytics, and mutual learning for the effective implementation of Agenda 2063 and the realization of its outcomes by a critical mass of member states.

AKADEMIYA2063 seeks to recruit an Office Manager for its West and Central Africa Regional Office. With dual Reporting duties to the Regional Office Director – ROD - and the Director of Finance & Administration – DFA - the office Manager, plays a key role in the effective and efficient management of the Regional Office operations. The successful candidate will ensure the smooth running of the office’ day to day operations, and provide assistance in the overall administration, coordination and management of the office human and financial resources. **Interested applicants must already have the proper authorization to work in Senegal.**

DUTIES & RESPONSIBILITIES

Primary Duties and Responsibilities

The office manager will drive operational excellence to achieve optimal efficiency and cost-effectiveness in all functions and operations of the Dakar Regional Office (DRO). He/she will provide oversight for all financial, administrative, and human resources functions of the office, harmonize, and standardize procedures to meet AKADEMIYA2063’ internal controls, donor and audit’ requirements, and compliance with Senegalese law.

General Management

- Implement and monitor support services for the DRO
- Ensure compliance in the application of the organization’s policies and procedures with due regard to local laws and regulations
- Develop, implement, and control local procedures to ensure that administrative, accounting, human resources, procurement, IT Support, travel, and financial management practices are consistent with policies and compliant with AKADEMIYA2063 procedures
- Build a network of external service providers to ensure the proper execution of administrative services for the office, negotiate contracts and oversee adherence to contractual agreements and contract performance.
- Participate in the roll-out/implementation and follow-up of any new policies and procedures at the local level

- Act as line manager for local administrative/operations staff (i.e., administrative assistants, facilities coordinator, driver, etc.)
- Act as liaison with headquarter on all finance, admin, and HR-related issues and needs
- Keep local security plans up to date, oversee security drills and rehearsals, enforce local workplace health and safety regulations, solving any specific issues generally keeping applicable HQ staff informed
- Provide the ROD and HQ with advice, insight, ideas, solutions for improving business processes and tools to make a smarter use of resources and support the implementation of such processes and tools in the DRO.

Financial management

- Prepare monthly/quarterly budget advances requests, and monitor expenses for accurate reporting
- Manage relations with the bank, oversee the DRO's bank accounts, and oversee all transfer procedures (fund requests, approval of requests, payment vouchers)
- Manage fixed assets for the office, including maintenance, replacement, and security (e.g., vehicles, computer equipment, office furnishings, air conditioners, etc.).
- Maintain inventory records and sign off on the physical inventory of fixed assets
- Maintains a control system and log of the use and expenses (fuel and repairs) for office vehicles
- Coordinate the travel functions of the office
- Assist the ROD/DFA with the development of the annual operational budget
- Act as Certifying Officer within delegated authority

Human Resources Management

- In coordination with the office of the Chief of Staff, ensure compliance with local labor laws and manage relations with labor inspections; assure adequate medical coverage for staff and supervise adequate maintenance of personnel records
- Coordinate payroll activities performed by a local service provider and act as the first point of contact to resolve day-to-day issues and ensure accuracy
- Prepare various worksheets on staff payroll activities such as payroll liabilities, severance benefits, salary accruals, merit and special pays, annual and compensatory leave, leave balances, etc.
- Acts as the first point of contact for local staff regarding their pay and benefits (leaves, allowances, pension plan, insurance, etc.)
- Work with the local accounting firm to ensure that income tax and other legislated reports are accurately prepared and filed with the proper authorities in a timely manner
- Acts as the first point of contact for expatriates relocating to Senegal, coordinating diplomatic registration, work permits, and other procedures with host government as necessary; providing guidance to employees on housing, local school system

Any other duties as assigned or required

QUALIFICATIONS

- University degree or tertiary qualification (or equivalent) in Administration/Management or equivalent professional qualification
- Four years of management experience
- Excellent multitasking, planning & organizational skills
- Fluency in spoken and written French and English
- Experience in developing, monitoring, and managing budgets.
- Excellent Knowledge of human resources procedures and principles, procurement and contracting.
- Ability to supervise administrative staff and to effectively communicate with people from different cultures, both orally and in writing
- Proficient in Microsoft Office; word processing & spreadsheet programs.
- Demonstrated flexibility to adjust to multiple individual work styles
- Attention to detail and ability to work within a team in a multicultural environment

APPLICATION DETAILS

If you are interested in this position, please send your detailed e-mail application: CV and cover letter in English, by **January 24, 2022**, to careers@akademiya2063.org . Please include the position title in the subject line.

We thank all applicants for their interest in working for AKADEMIYA2063. Due to the volume of applications, only shortlisted candidates will be contacted.

This Job Description only serves as a guide for the available position. AKADEMIYA2063 reserves the right to change, revise, omit, and add in part / in whole this document

AKADEMIYA2063 is an equal opportunity employer. Qualified women are encouraged to apply.

To find out more about AKADEMIYA2063 visit our website at <https://akademiya2063.org/>