

CAREER OPPORTUNITIES

Our client, the West African Institute for Financial and Economic Management (WAIFEM), a sub-regional training institute established by the governments of The Gambia, Ghana, Nigeria and Sierra Leone has the objective of building capacity for debt, macroeconomic and financial sector management in its member countries. WAIFEM in carrying out its functions has immediate vacancies for the following positions:

DIRECTOR GENERAL

Duties & Responsibilities

Reporting directly to the Board of Governors of WAIFEM, the Director General will:

1. Be responsible for the day to day management of all the activities of the institute
2. Collaborate with national, bilateral and multilateral training or other institutions consistent with the objectives of WAIFEM
3. Provide leadership and guidance in the development, execution and monitoring of the institute's annual work plan and budget
4. Design medium term strategic plans for the institute
5. Carry out such activities which may advance the purposes of WAIFEM

DIRECTOR, MACROECONOMIC MANAGEMENT

Duties & Responsibilities

Reports directly to the Director General and will be responsible for:

1. Formulation and implementation of training programmes in Macroeconomic Management.
2. Planning the curriculum to satisfy the training needs of the various target groups.
3. Planning and developing a database to link central banks and relevant ministries requiring important information on research, advisory or training services with providers of such services
4. Monitoring and evaluating training and capacity building activities
5. Providing annual and periodic estimates of funding requirements of courses and seminars
6. Liaising and cooperating with organizations that are involved in capacity building in macroeconomic management and
7. Performing other duties assigned by the Director General from time to time.

Essential Skills, Qualification & Experience

1. PhD in Economics, Finance, Management or Public Administration.
2. At least 10 years relevant experience in leading positions in multinational or public organizations. The candidate is also expected to possess an in-depth knowledge of financial instruments, macroeconomics and debt issues.
3. Extensive and outstanding experience in training and capacity building.
4. Necessary interactive skills needed for dealing with the governments, donor agencies and intergovernmental organizations
5. An extensive network of contacts both in Africa and globally.
6. Knowledge of computer systems including internet navigation and Microsoft office applications
7. Proven excellent writing skills.

DIRECTOR, DEBT MANAGEMENT

Duties & Responsibilities

Reports directly to the Director General and will

1. Lead in the design of the curricula of the courses and workshops on debt management
2. Lead in the development and implementation of a framework for monitoring and analyzing developments in debt management
3. Prepare and deliver lectures at courses, workshops and seminars on debt management.
4. Select and supervise high level resource persons for programmes on debt management.
5. Liaise with relevant government officials of WAIFEM member countries and international organizations, pursuant to the design and implementation of the debt management capacity building programme.
6. Provide annual estimates of funding requirements of courses in debt management
7. Oversee the daily activities of the debt management department.
8. Perform other duties assigned by the Director General from time to time.

DIRECTOR, FINANCIAL SECTOR MANAGEMENT

Duties & Responsibilities

Reports directly to the Director General and will be responsible for:

1. Formulation and implementation of the training programmes in Financial Sector Management.
2. Planning the curriculum of courses, seminars and workshops.
3. Developing a system to facilitate the exchange of information on financial sector management in West Africa.
4. Monitoring and evaluating capacity building activities in financial management
5. Planning and developing a database of regional and non-regional resource persons
6. Liaising and cooperating with organizations involved in capacity building in financial sector management; and
7. Performing other duties assigned by the Director General from time to time.

DIRECTOR, ADMINISTRATION AND FINANCE

Duties & Responsibilities

Reports directly to the Director General and will be responsible for:

1. Formulation and implementation of policies related to the administration and financial management of the Institute.
2. Coordinating the Human Resource, Administration and Accounting functions of the Institute.
3. Developing a resource mobilization strategy for the Institute and
4. Preparing annual budget estimates and periodic financial reports for the Institute.
5. He shall also participate in the design and delivery of training/capacity building activities in areas of core competence as well as perform such other duties as may be assigned by the Director General from time to time.

Essential Skills, Qualifications and Experience for the Directors

1. A minimum of post graduate degree in Economics, Finance, Business Administration or a related field at the Masters level. PhD would be an advantage.
2. Minimum of 7(seven) years professional working experience in senior management capacity.
3. Ability to work in a team based multi-cultural environment.
4. Excellent written and oral communication skills.
5. Must be computer literate with proficiency in Microsoft Office Suite.
6. Excellent negotiation skills
7. Ability to project a strong positive image of the Institute through interaction with external constituencies.
8. Sensitivity toward and understanding of the distinctive regional significance of WAIFEM.

To apply, please send your application letters and detailed résumés, including contact numbers, email addresses together with contact details of at least three referees within two weeks of this advertisement to the address below:

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