

Job Brief

Burkina Faso

DT Global is shaping a future where sustainable development and innovation empower individuals, communities, and nations. We work in partnership with local stakeholders to foster inclusive prosperity, social equity, and environmental stewardship. Our global team of 2,500 staff and experts work in over 90 countries to solve complex problems in the peacebuilding, governance, economic development, environment, and human development sectors. With a track record of technical excellence and more than 60 years of international development experience and relationships, we deliver innovative solutions that transform lives.

*DT Global is seeking a **Financial and administrative assistant (1 vacancy)** to join our Global Fund Fiscal Agent team in Burkina Faso. The period of execution of the contract between DT Global and the Global Fund is until June 30, 2024, with a high probability of extension for 3 years.*

Duties and Responsibilities:

The financial and administrative assistant will provide administrative and accounting support to the team leader and senior financial management specialists. The Assistant will perform daily administrative activities that will assist in the smooth running of the office, including keeping cash register of the current expenses and performing regular banking transactions.

Qualifications and experience required:

- A minimum of 5 years of experience in office administration activities,
- Basic knowledge of banking operations and cash management,
- Experience working with an automated accounting system, e.g. SAP,
- Experience maintaining IT systems is desirable,
- Strong communication skills
- Fluency in English – reading, writing and speaking,
- Hold a bachelor's degree,
- Good computer skills - Microsoft office – Outlook, Excel, PowerPoint, and Word.

Assistant (e) financier (e) et administratif (ve) (1 poste vacant)

DT Global invite des demandes pour les postes suivants pour rejoindre notre équipe d'agent fiscal financé par Fonds Mondial en Burkina Faso : Un (e) assistant (e) financier (e) et administratif (ve).

La période d'exécution du contrat entre DT Global et le Fonds mondial s'étend jusqu'au 30 juin 2024 avec une forte probabilité de prolongation de 3 ans.

Fonctions et responsabilités :

L'assistant (e) financier (e) et administratif (ve) apportera un soutien administratif et comptable au chef d'équipe et aux spécialistes senior en gestion des finances. L'assistant (e) effectuera quotidiennement des activités d'administration qui aideront au bon fonctionnement du bureau, y compris garder la caisse des dépenses courantes et effectuer des opérations bancaires régulières.

Qualifications et expérience requises :

- **Un minimum 5 ans d'expérience en activités d'administration de bureau (expériences sur projet/programme de développement)**
- Une connaissance de base des opérations bancaires et des activités de gestion de trésorerie
- Une expérience de travail avec un système de comptabilité automatisé, e.g. SAP
- Une expérience en maintien des systèmes IT est désirable
- De solides compétences en communication
- Une maîtrise de l'**anglais** – la lecture, l'écrit et le parler
- De **bonnes compétences en informatique** - Microsoft office – Outlook, Excel, PowerPoint, et Word
- **Être titulaire d'une licence en Finance Comptabilité ou tout autre diplôme équivalent.**

Core Competencies:

TEAMWORK: Works cooperatively and effectively with others to achieve common goals. Participates in building a culture characterized by inclusion, trust and commitment.

COMMUNICATION: Effectively conveys information and expresses thoughts professionally. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.

ADAPTABILITY: Adjusts planned work by gathering relevant information and applying critical thinking to address multiple demands and competing priorities in a changing environment.

CUSTOMER/CLIENT FOCUSED: Anticipates, monitors and meets the needs of customers and responds to them in an appropriate and responsive manner.

DIVERSITY AND INCLUSION: Conveys respect for diverse individuals and perspectives; models inclusive behavior and treats everyone fairly.

PROFESSIONALISM: Displays appropriate and ethical behavior, integrity and personal presentation in the workplace always; demonstrates respectful communication for others, both verbal and non-verbal.

We thank all applicants for their interest. Only short-listed candidates will be contacted.

DT Global, LLC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, veteran status, gender identity, or national origin. DT Global, LLC prohibits discriminating against employees and job applicants who inquire about, discuss, or disclose the compensation of the employee or applicant or another employee or applicant.