



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 Economic Community of West African States (ECOWAS), to fill the following professional position:**

Position	Main duties	Qualification, experience and skills
<p><b>EQUIPMENT AND FIXED ASSETS OFFICER</b></p> <p>(Grade P4-1)</p>	<p><u>Job Summary</u></p> <p>Under the supervision of the Head of Assets and General Services Division at the Department of Administration, the Equipment and Fixed Assets Officer shall ensure budgeting and accounting of the Bank's assets and equipment.</p> <p><u>Duties</u></p> <ul style="list-style-type: none"> <li>▪ Update the Bank's fixed asset management procedures manual;</li> <li>▪ Prepare dossiers on fixed assets, acquisition of equipment and furniture;</li> <li>▪ Manage the entry and exit of fixed assets;</li> <li>▪ Plan and organise the annual inventory of stocks and fixed assets and draw up the relevant datasheets and the related report;</li> <li>▪ Set up a forecasting system for equipment management;</li> <li>▪ Develop and implement budget planning and execution tools;</li> <li>▪ Monitor the processing of common bills and their payments (electricity, water, telephone, internet, subscriptions, gas) and other services (vehicle repairs, equipment rental) at the Bank's Headquarters and the official residences;</li> <li>▪ Manage rental contracts, draw up the relevant invoices and monitor their prompt payments;</li> <li>▪ Design and implement asset tracking procedure;</li> <li>▪ Organise auctions of the Bank's used items to staff;</li> <li>▪ Implement a policy for handling of keys (key organisation chart) and office allocation;</li> <li>▪ Monitor the insurance contracts of EBID's Headquarters and official residences;</li> <li>▪ In collaboration with the officer in charge of vehicle fleet, contribute to the definition of specifications of vehicles to be acquired;</li> <li>▪ Update the vehicle depreciation table;</li> <li>▪ Take part in the hand over (provisional and final) of deliverables and sign the related documents.</li> </ul> <p>Carry out any task entrusted to him/her by the Supervisor or the Senior Management.</p>	<ul style="list-style-type: none"> <li>▪ At least a Master' s degree or equivalent in accounting, auditing, management control or any related field;</li> <li>▪ A minimum of five (5) years of relevant work experience as a fixed assets and/or equipment officer preferably, in a financial institution;</li> <li>▪ Mastery over one fixed asset management software;</li> <li>▪ Sound knowledge of at least one accounting software;</li> <li>▪ Ability to prepare clear, concise and correct reports and working notes on issues related to his/her duties;</li> <li>▪ Ability to work in a team and under pressure;</li> <li>▪ Perfect skills in planning and prioritisation;</li> <li>▪ Ability to work in a dynamic multi-cultural environment.</li> </ul>

## **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);

## **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 March 17, 2023 with the subject "2023 RECRUITMENT PROGRAMME".**

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

**Female candidates are strongly encouraged to apply.**