

C/O Indaba Agricultural Policy
Research Institute Offices,
26A Middleway, Kabulonga.
PostNet Box 99, Lusaka. ZAMBIA
E-Mail: info@renapri.org



CALL FOR EXPRESSION OF INTEREST

Consultancy for an Administration and Finance Assistant Position at ReNAPRI Secretariat

Location: Lusaka, Zambia

Type of Contract: Individual Contract (IC)

Languages Required: English

Starting Date: 1st June 2022

Duration of contract: 12 months with possibility of extension, subject to performance and availability of project funding under direction of the Board of Directors.

The Regional Network of Agriculture Policy Research Institutes (ReNAPRI) was launched in 2012 and is duly registered in the Republic of Zambia, since 2014. Our vision is to support national agricultural policy research institutes in Africa to be designated centers of excellence that guide and inform Africa's national and regional agricultural policies. Our mission therefore seeks, to enhance dynamic collaboration amongst these institutes to produce sustainable and high-quality research, outreach and capacity development that promotes national and regional agricultural policy objectives in Africa. We coordinate and facilitate collaboration amongst national agriculture policy institutes in the continent to provide relevant and timely national and regional policy support to stakeholders such as the African Union Commission, Regional Economic Communities (RECs) and national governments. Our centers are located in central, eastern, southern, and west Africa. ReNAPRI collaborates closely with several partners and stakeholders at national, regional, continental, and global levels. ReNAPRI aims to establish strong partnership with its partners through delivery of high-quality products. To strengthen the role of its recently established Secretariat, ReNAPRI seeks hire an Administration and Finance Assistant to provide the support indicated below.

Scope of Work

The Administration and Finance Assistant is responsible for ensuring the smooth operations of administrative and finance matters as well as logistics and other related activities, in support of the ReNAPRI Network. With oversight of the Executive Director, ReNAPRI Secretariat, s/he shall work under the supervision of the Program Coordinator, and contribute towards achieving the following:

Financial Management and Accounting:

- Work closely with ReNAPRI's selected Accounting Firm, and hold regular meetings with them to ensure updated records.
- Prepare financial records and perform financial procedures (e.g., receipts,





C/O Indaba Agricultural Policy
Research Institute Offices,
26A Middleway, Kabulonga.
PostNet Box 99, Lusaka. ZAMBIA
E-Mail: alphonse.akouyu@renapri.org

payments requests, petty cash).

- Assist the organization and management of both internal and external audits.
- Ensure expenses are authorized and processed in accordance with agreed procedures for ReNAPRI Secretariat, the network, and donors.
- Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
- Maintain accounting records, ensuring that they are complete, accurate, well archived and safeguarded.
- Maintain updated project budgets, prepare monthly bank reconciliation statements, cash flow, and manage donor invoicing processes.
- Ensure tax compliance with Zambia Revenue Authority.
- Participate in the preparing of contracts to ensure all administrative and financial matters are well presented

Procurement:

- Ensure compliance with ReNAPRI procurement processes.
- Propose and lead interactions with potential vendors for ReNAPRI activities and events.

Administration:

- Manage official ReNAPRI travel engagement and in accommodation for staff, network members and stakeholders.
- Maintain accurate filing of records (virtual and hard copies where required).
- Assist in organizing annual ReNAPRI Conference and managing Conference finances
- Writing finance SOPs.
- Any duties that may be assigned to the Consultant.

Qualification and Experience

The successful applicant is required to meet the following criteria:

- Bachelor's Degree in accountancy and finance, business administration, economics, or other related studies. ZICA certification is an added advantage.
- At least 4 years' experience in finance, HR, and office administration, ideally for an international NGO.
- Experience in setting up new accounting systems.
- Experience in book-keeping and computerized accounting systems.
- Experience in making improvements to financial systems; an aptitude for this work is an advantage.
- Experience in reporting to donors in an NGO environment.
- Good understanding of the laws of Zambia related to tax, not for profit associations.





C/O Indaba Agricultural Policy
Research Institute Offices,
26A Middleway, Kabulonga.
PostNet Box 99, Lusaka. ZAMBIA
E-Mail: alphonse.akouyu@renapri.org

- Experience of in working **remotely** and setting-up and managing office systems.
- Excellent IT skills, including Microsoft Office (Outlook, Excel, and PowerPoint).
- Good planning and organizational skills and efficient work methods.
- Willingness to travel at least twice a year.
- Ability to adapt in a multi-cultural system.
- Versatile and multi-tasking including ability to perform non-related functions when required such as managing ZOOM Meetings, webinars, reviewing project concept notes, writing website stories, etc.

Eligibility: Zambian nationals

Remuneration: In line with market standards

How to Apply

Applications with the following documents should be sent to info@renapri.org by Friday 13th May 2022:

- CV with three referees
- Cover Letter
- Copies of relevant certificates

