

Director of Administration and Finance

The Director of Administration and Finance of the Lake Tanganyika Authority (LTA) will be responsible for the financial and administrative management and accountancy of the programme. He/She will be the advisor to the Executive Director with regard to procurement contracts and technical assistance contracts. He/She will become familiar with the rules and regulations as applied by the various Governments and international organizations providing financial and technical support to the LTA and the Regional Programme for the Integrated Management of Lake Tanganyika.

Specific Tasks include:

- Establishment of the procedures for administrative, financial and accountancy management.
- Cash flow management.
- Supervise and guide administrators in National Coordination Units.
- Monitoring of contracts and grants.
- Handling of financial information and maintenance of book keeping system.
- Preparation of annual financial statements.
- Preparation of administration for external auditing.
- Maintaining the inventory of goods/assets.