

WEST AFRICAN INSTITUTE FOR FINANCIAL AND ECONOMIC MANAGEMENT (WAIFEM)



JOB ADVERTISEMENT

The West African Institute for Financial and Economic Management (WAIFEM) is a sub-regional capacity building Institution established in 1996 by the Central Banks of The Gambia, Ghana, Liberia, Nigeria and Sierra Leone. Headquartered in Lagos, Nigeria, WAIFEM has a mandate principally to strengthen capacity for macroeconomic and financial management in the countries of member Central Banks. The Institute seeks a suitably qualified candidate to fill the under-mentioned vacancy:

RESEARCH MANAGER

A. Duties and Responsibilities

1. Responsible to the Director General, the Research Manager will assist in the production of the Institute's occasional papers in the light of developments in the countries of WAIFEM member banks.
2. Assist the Managing Editor of the Institute's journal, the **West African Financial and Economic Review (WAFER)**, on the management of the journal.
3. Assist in building up the data base in the constituent countries of WAIFEM.
4. Carry out such other duties as may be assigned to him/her from time-to-time by the Director General.

B. Qualifications and Experience

1. Must be a citizen of the countries of WAIFEM member banks.
2. Holds a minimum of Post-graduate degree in Economics and/or Finance at the Masters level; a doctorate degree would be an advantage.
3. Have at least seven (7) years of professional working experience in senior management capacity
4. Must be versed in research methodology and endowed with excellent written and oral communication skills.
5. Must be computer literate and familiar with software used by economists, etc.
6. Must be able to work in a team-based multi-cultural environment.

REMUNERATION:

Attractive and competitive.

Applications with detailed CVs, including the names of three referees should be submitted not later than two weeks from the date of this publication to:

**The Director General
West African Institute for Financial and Economic Management (WAIFEM)
Central Bank of Nigeria Learning Centre
P. M. B. 2001, Satellite Town
Lagos, Nigeria.**

E-mail: hr@waifem-cbp.org

Website: www.waifem-cbp.org

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INTERNAL AUDITOR

A. Duties and Responsibilities

1. The Internal Auditor is responsible to the Director General.
2. Coordinates audit activities with other departments to streamline resources needed for programmes.
3. Ensures that proper books are kept and maintained by the Institute.
4. Ensures adherence to established accounting policies, procedure and practices.
5. Enthrones due process mechanism in the purchases/procurement of goods and services for the Institute.
6. Seeks ways to improve operational practices along lines of best practices.
7. Institutes internal control mechanism for all the departments of the Institute.
8. Carry out such other duties as may be assigned to him/her from time-to-time by the Director General.

B. Qualifications and Experience

1. Must be a citizen of the countries of WAIFEM member banks.
2. Holds a minimum of B.Sc (Accounting); Post-graduate degree in Finance at the Masters level would be an advantage. Must have professional qualification (ACCA/ACA/ANAN).
3. Have at least seven (7) years of professional working experience with a reputable organization.
4. Must be computer literate and familiar with Sage Accounting software used by Accountants, etc.
5. Must be able to work in a team-based multi-cultural environment.

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