

**CALL FOR APPLICATIONS**  
**RECRUITMENT OF THE HEAD OF ADMINISTRATION AND FINANCE DEPARTMENT FOR**  
**ABIDJAN-LAGOS CORRIDOR ORGANIZATION**

**Context**

Abidjan-Lagos Corridor Organization (ALCO) is a sub-regional intergovernmental organization created by the Heads of State of the 5 member countries (Nigeria, Benin, Togo, Ghana, Côte d'Ivoire) in 2002. Its areas of intervention are: i) cross-border health including HIV/AIDS, STIs and epidemics; ii) road safety; iii) the collection and management of data on key indicators of trade and transport facilitation through the creation of a transport observatory on the corridor; iv) hygiene at the borders of the Abidjan-Lagos Corridor; v) observation and documentation of obstacles (harassment, corruption, extortion, etc.) to the free movement of people and goods along the Abidjan-Lagos corridor.

As part of the implementation of its activities, ALCO is launching this call for applications to fill the position of:

**Position: Head of Administration and Finance Department**

Under the supervision of the Executive Secretary, the incumbent is responsible for defining and coordinating administrative and financial management while also participating operationally in the development and financial monitoring of programs and projects.

**Candidate profile:**

- ✓ Hold a BAC+5 degree in management, accounting, finance or in an equivalent field;
- ✓ Demonstrate at least ten (10) years of professional experience in the field of administrative and financial management, accounting within development projects or international institutions financed by bilateral or multilateral donors;
- ✓ Professional experience in health and/or transport projects is an asset
- ✓ Have good experience in the development and execution of budgets for programs funded by donors (Global Fund, World Bank, US Government, etc.);
- ✓ Have a good command of accounting software (Thompro, Success, etc.)
- ✓ Possessing initiative, organizational skills, ethics, ability to work under pressure, analytical/synthesis skills, prioritization skills, availability and dynamism, methodical/rigorous/reliable, attentive, discreet, and with strong interpersonal skills.
- ✓ Possess excellent knowledge of the use of management systems (ERP), and mastery of the SYCEBNL accounting framework.
- ✓ Having a good command of the software applications used; Excel, Word, PowerPoint, MS Project, accounting software, etc.
- ✓ Ability to communicate fluently in English and/or French, and a good working knowledge of the other language
- ✓ Be a national of one of the five ALCO member countries

**The position requires strong strategic leadership skills in managing administrative and financial functions within a multi-donor environment. The candidate will be responsible for ensuring the robustness of the internal control system, adherence to ALCO's procedures manual, and guaranteeing the compliance, transparency, and security of financial operations. They will support the Executive Secretary in financial decision-making and contribute to strengthening the organization's governance.**

**Details of the job's terms of reference can be found on the ALCO website. <http://www.corridor-wa.org>**

Interested candidates should send a CV, a cover letter, a copy of their university diplomas, and three professional references to [recrutement@corridor-wa.org](mailto:recrutement@corridor-wa.org) no later than **April 3, 2026 at 5:30 PM (GMT)**