



Terms of Reference

TITLE:	Operations and Finance Consultant
LOCATION:	Antananarivo, Madagascar
SUPERVISORS:	Administrative and Financial Assistant LEMUR CWC Project Manager

ORGANISATIONAL BACKGROUND

TRAFFIC International is a charity and limited company registered in the UK. TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development, striving to ensure that trade in wildlife is not a threat to the conservation of nature. We actively monitor and investigate wildlife trade and provide information to diverse audiences worldwide as a basis for effective conservation policies and programmes. TRAFFIC works in strategic alliance with IUCN and WWF on wildlife trade issues.

TRAFFIC's head office, based in Cambridge UK, provides worldwide leadership, coordination, cross-regional and corporate functions. TRAFFIC's local engagement is managed through six regional programme offices operating under the auspices of the UK charity, with staff based in a hub office and at other strategic locations where necessary. Programme offices operate within a geographic area of responsibility focused on one or multiple countries where TRAFFIC aims to help deliver priority programme outcomes.

Characteristic Duties

TRAFFIC is looking for an Operations and Finance Consultant based in Antananarivo whose mission will be to support the development of TRAFFIC's activities in Madagascar. The successful candidate will provide administrative and financial support for the implementation of all TRAFFIC projects in Madagascar. The Operations and Finance Consultant will work closely with the TRAFFIC Administrative and Financial Assistant, the LEMUR CWC Project Manager, the Vfd Project Manager, the DEFRA Project Manager, the WWF team in charge of administrative and financial management, as well as with other TRAFFIC staff members in South Africa and the UK.

RESPONSIBILITIES

The Operations and Finance Consultant will support the Administrative and Financial Assistant with organising and delivering workshops, requesting quotes to providers, tracking payments, planning staff travel, recruiting consultants, monitoring contracts, and preparing for end-of-project audits, among other tasks.

Workshop support

- Support the Project Managers and the Administrative and Financial Assistant in planning, organising and delivering workshops and other activities.
- Ensure adherence to 'Leahy vetting' obligations for workshop participants whenever necessary and ensure the submission of vetting forms to the U.S. embassy within the agreed timeframe.
- Attend project events and meetings to provide on-the-spot administrative and logistical support, as required.

Procurement and travel

- Support the Administrative and Financial Assistant in organising staff travel and missions.
- Request and compare quotes from travel agents/providers.
- Coordinate the purchase of goods and services by ensuring compliance with internal procedures.
- Develop advance requests (K1), claims (K2), and submit them to the Administrative and Financial Assistant for review and processing.

TRAFFIC

- Liaise with the TRAFFIC South Africa Operations team to track payments and keep TRAFFIC providers informed regularly.

Financial monitoring and control

- Support the Administrative and Financial Assistant in preparing and compiling financial reports.
- Update the inventory of TRAFFIC assets in Madagascar.
- Support the Administrative and Financial Assistant in the context of external audits. Assist in the preparation of end-of-project audits by ensuring that supporting documents are available and easily accessible.

Miscellaneous

- Support the recruitment of consultants: draft job advertisements, prepare the evaluation files, draft the selection minutes, draft the contracts, track payments, etc.
- Support the Administrative and Financial Assistant in filing the correspondence and documents on the TRAFFIC internal server, according to filing standards and rules.
- Ensure compliance with TRAFFIC's internal procedures in all circumstances.
- Perform any other tasks assigned by the Project Managers and the Administrative and Financial Assistant.

SUPERVISION

The Operations and Finance Consultant will work under the supervision of the Administrative and Financial Assistant, to whom he/she will report.

PROFILE

- Holds a bachelor's degree or equivalent degree in management, administration, finance, accounting or related field.
- At least three years of experience in the administrative and financial field, preferably in the implementation of development projects related to international cooperation.
- Any experience working with U.S. government-funded projects will be considered an asset.
- A good understanding of accounting principles and experience working with accounting software would be desirable. Familiarity with SAGE/ACCPAC will be considered an asset.
- Highly motivated and results-oriented person.
- Strong writing skills, attention to detail.
- Strong organisational skills, ability to prioritise and execute tasks as needed, ability to work independently with remote supervision, and ability to work under pressure and meet tight deadlines.
- Excellent command of IT tools (Word, Excel, Outlook).
- Excellent interpersonal skills, strong communication skills and good team spirit.
- Verbal and written fluency in Malagasy and French is essential. Fluency in English will be considered a major asset.
- Ability to work in an international, multicultural, and multidisciplinary team.
- Flexibility and occasional availability outside working hours due to the necessary coordination with teams based in other time zones.
- Availability to travel within the country, if necessary.

QUALITIES AND SKILLS

- Professionalism, sense of organisation, dynamism
- Autonomy, sense of initiative
- Team spirit and interpersonal skills
- Highly motivated and available
- Strong adherence to TRAFFIC's missions and values

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DURATION OF THE CONSULTANCY

This is a six-month consultancy (full-time). The contract may be extended, subject to performance and availability of funding. The consultant will be based in the TRAFFIC office in Antananarivo, with a minimum of 4 days of physical presence in the office per week.

Expected start date: 01 October 2024

Expected end date: 31 March 2025

Total number of workdays: 127

HOW TO APPLY

Please send a detailed technical and financial offer (2 pages max), alongside a cover letter (in French), and a CV (in French) with a telephone number for quick contact, a photo, and 03 professional references, to volatiana.randriamanantsoa@traffic.org with the following subject line: « TRAFFIC – Operations and Finance Consultant ».

Deadline for application: Saturday **14 September 2024** at midnight. Applications that do not comply with the conditions will be rejected.

* Please note that applicants should make sure prior to applying that they are able to pay tax and national insurance contributions which shall be due from them in Madagascar in relation to the payments made by TRAFFIC.

[August 2024]