



ZOEWENDTALE MAMA ESTELLE OUEDRAOGO

Administrative & Financial Manager

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PERSONAL PROFIL

- ❖ More than 20 (Twenty) years of work experience
 - ✚ **United Nations - Account assistant** – 10 (Ten) years
 - ✚ **Diplomatic representation in Burkina Faso - Head of Administration** - 03 (Three) years
 - ✚ **A branch of France private's company – Senior Cashier/Billing** - 08 (Eight) years

EXPERTISE

- ❖ General Administration and supervisory fonctions - total staff 27 Coordination office and projects
- ❖ Experience with delegated Cooperation on the Financial Management:
- ❖ - EU: ADA & EU, Eur 10 000 000 - Project N°T05-EUTF-SAH-BF-06-01 "TUUMA"
- ❖ - ADA & Land Vorarlberg, Eur 1 500 000 – Project 2837-00/2018 BBEE-BF
- ❖ Experience with United Nations Organization – WHO (projects -19 african countries)
- ❖ Internal Control, review and financial reports certification,
- ❖ Bookkeeping, Cash Management and reporting fonctions.

WORK EXPERIENCE

✚ **Austria Development Agency (ADA)**

From February 2017 to current

ADA, the operational unit of Austrian Development Cooperation, is an agency dedicated to fight against poverty, working for peace and in the domain of the environment protection. Their funds are oriented to support some keys regions such as in West Africa with Burkina Faso, where ADA is involved into three sectors: the vocational training, the promotion of handcraft and the rural development.

✓ **Main duties**

1. **Project Management**

- Administer the small project fund and manage stipend programmes.
- If requested and after checking back with responsible department in HQ – pre-assessment of financial statements of projects to confirm calculative correctness and composition of examination reports to be sent to responsible department in HQ.
- Communicating with responsible officers in HQ regarding financial statements of projects.
- Preparing of relevant communication with contracted partners about matters of financial statements.

2. **General Administration**

- Preparing of relevant communication with contracted partners about matters of financial statements. Physical office management (regular cleaning, maintenance and care, requesting for and supervision of constructions, administer office plans and tenancy agreements, procuring constructional expert opinion, matters of constructional safety, security guards etc.)
- Liaison with the office's lawyer
- Liaison with the Chancellor/Consul of the responsible embassy (regarding possibilities for cooperation and exchange of information in personnel and other administrative issues, occupational safety and health, etc.)

- Taking part in information exchange in matters of personnel or other administrative matters with other donor countries / institutions and participation in administrative coordination meetings, if required also regarding consular and security meetings.
- Administration of procurement (requests for procurement, maintenance and care of office furniture and equipment, disposals, etc.)
- Implementation of procedure in case of purchase of equipment locally: 03 pro-forma required
- Office and occupational safety and health (fire and burglary protection, first aid, crisis management, fire extinguishers, etc.)
- Administration of transport and office fleet (monitor log books and fuel bills, supervise regular maintenance and care, plan/monitor the efficient use of the office car by staff, report damages/accidents to HQ and insurance company, administration of the local motor insurance and the insurance through HQ, request additional car hire in cases when required, etc.)
- Manage postal and courier services (supervise the daily incoming and outgoing mail, the DHL courier service as well as the mail register and postage bills etc.)
- Administration of IT and telecommunications equipment (incl. mobile and satellite phones, radio equipment, IT hardware etc., e-mail and intranet/internet, support regular maintenance of backups of the server data and ensure compliance with IT security guidelines, maintenance and care of equipment, etc.)
- Supervision and keeping up to date of archive
- Preparation and organization of visits by official delegations under lead of Head of Office (HoO)
- Preparation and organization of duty trips / travel of staff
- Preparation of internal and external meetings and events
- Organization of cultural activities
- Assure that contact lists are permanently up to date
- Maintain direct communication with the department of general administration on HQ level

3. Personnel Management

- Requesting / administration of staff changes (new staff, staff leaving, maternity leave etc.); informing and reporting to the headquarters (HQ) of the Austrian Development Agency and, if applicable, the Austrian embassy in Dakar.
- Informing HQ on changes of staff details (births, deaths, contact details...)
- Preparation and screening of employment contracts and TOR's (together with the office's lawyer and the Head of Office) for other employees of the Office – submission to Head of Office (HoO)
- Monthly payments of salary, taxes and social contributions for local staff as well as annual verification of salary scales (comparison with economic developments and other international representations)
- Continuous update of staff files
- Monitoring of changes in local labour laws
- Administration, coordination and monitoring of compliance with regulations on working time including files on annual leave, sick leave and official travel (submission of an annual leave plan by end of January of each year to the general administration department at HoO)
- Arithmetic and formal (not substantive) control and regular transmission to Head of Office (Admin. Department) of documents for the refund of medical costs of local employees.
- Administration and coordination of training courses for office staff

4. Financial Management

- Daily bookkeeping and cash management with the software BaKaWa for the reporting of all financial transactions to Headquarter (HQ).
- Management of bank accounts: two principal bank accounts: one dedicated for ADA projects funds management, and the second to support the office running cost.
- Carry out banking (account management, supervision of non-cash payment transactions based on receipts and bank statements, etc.)
- Preparation and execution of all cash and non-cash payments (including rent, telephone, running costs, postage, fuel, etc.)
- Monthly preparation and submission of accounting documents to the finance department (FRK Vienna - Austria) (by the 5th of the following month)
- Accounting and control of telephone bills, postage fees, the private use of the DHL courier and the private use of office cars by staff
- Processing and handing in of documentation for tax refunds with the host country
- Prepare the annual financial and budget plan
- Initiate timely requests to Head of office for budgetary releases to the office: request of replenishment of the 02 bank accounts to Vienna

- Bank reconciliations
- Manage money and other items in the office safe
- Manage the inventory
- Grants management

✓ **Achievements**

- Monthly staff members payslip preparation and to ensure the electronic transfer of salaries to staff's bank account on the 20th latest.
- Employer charges and Taxes calculation and effective payment (IUTS, TPA, CNSS)
- Recording of financial transactions in BaKaWa
- Running cost management
- Monitoring of absences and leaves database (timesheets verification,
- Request of replenishment of 02 bank's account if needed
- Inventory
- Vehicle's logbooks to check
- Fuel expenses to check
- Procurement
- Bank reconciliations
- Maintenance for building
- Administration Workshop 2017 in Vienna (Austria)

 **World Health Organization/African Programme for Onchocerciasis Control (WHO/APOC),**
The African Programme for Onchocerciasis Control (APOC), the World Health Organization regional public health Programme for onchocerciasis elimination based in West Africa - Ouagadougou (WHO/APOC).

The programme's projects in countries are organized as follows:

- ❖ Group A countries (with APOC Administrative assistant): Angola, Cameroon, DRC, Ethiopia, Liberia, Nigeria, South Sudan, Tanzania and Uganda
- ❖ Group B countries (without APOC Administrative assistant): Burundi, , CAR, Chad, Congo, Equatorial Guinea, Gabon, Ghana, Malawi, Mozambique, Rwanda,
- ❖ Ex-OCP countries : Côte d'Ivoire, Ghana, Guinea Bissau Sierra Leone

Account assistant / Budget and Finance Unit

From June 2005 to 31/12/2015

✓ **Main duties**

1. Project Management

The project Management has been performed through GSM (Global Management System) which has been introduced in WHO/APOC since 2008 to replace the ROAFI, the former system. GSM can be defined as a worldwide Management system used to solve some issues related to Procurement, Administration, Accounting, Travels, Human resources management.

- Creation of the projects (as suppliers) in the GSM system for DFC purpose and also for transfer of funds.
- Contribution for the initiation of Letter of agreement (LOA) through the GSM. These agreements called "Direct Financial Cooperation (DFC)." are initiated between the APOC Programme and governments in countries.
- Examination of request of disbursement of funds coming from APOC countries to implement activities. In charge of the control and review of financial returns coming from Group B countries and ex-OCP countries. The project accountant is requested to report on a monthly basis all financials documents to HQ Ouagadougou to my attention for control and review. The detail of documents to submit: the vouchers, the monthly cash book, the cash count certificate, the monthly Statement, the Bank statement, the Budget Analysis Form. Some of specific financial documents are submitted for mid-term and annual review.
- Providing the appropriate updated financial information to budget and finance administrator and to all APOC Management.

- Accounting of donors' funds and the review of the returns: providing through retro information, a guidance to accountants and project's coordinators in above mentioned countries: control of the proper filing of all supporting documents and the keeping of books in accordance with the Administrative and Financials procedures; preparation of Account for each financial year; accounting functions for projects funds; monitoring of support to countries; close supervision and inspection of projects accountants.

- Participation to data collection for resources mobilization
- Participation to audit mission preparation: collaboration with Auditors on area of my competencies.
- Staff supervising and training: Feedback sent to projects 'accountants related to observations made; assistance to the Program administrative and financial officers in countries; some relevant training missions undertaken across African countries to train projects accountants and coordinators on administrative and financial procedures.

2. Treatment and reimbursement of overhead (grants) to NGDOS

- WHO/APOC NGDOS partners: Sightsavers International, Lion's Club International, Light for the World, CBM, Mitosath, PersPectives/PP, UFAR, Helen Keller International, International Eye Foundation, The Carter Center.
- Request of APOC Management approval before undertaking of any actions regarding the grants payments
- Participation to the preparation of MoU
- Examination of request of payments coming from NGDOs
- Release of funds through GSM (electronics transfers)

3. Database Management

- APOCSYS is an internal database used for recording of technical and financial information about APOC projects in countries. The main objective is to improve and also to provide some specific information to APOC Management if requested.
- Reporting functions: reporting and update of the database for all countries
- Recording of transfer of funds to all projects
- Recording of the submission of monthly electronic financial reports.

4. Treatment and reimbursement of medical claims


(regarding some health issues this work required a high level of confidentiality)

- Verification of staff and their dependent eligibility;
- Control and verification of claims submitted in accordance with Staff Health Insurance rules
- Recording of the claims into the database Health Insurance Information System (HIIS).
- Transfer of files to HQ according Staff Health Insurance (SHI) annual timetable
- Request to the Department of Insurance/Geneva to reimburse 80% of expenditures occurred.
- Verification of staffs accounts before the deposit of transfer of funds
- Follow up of every issue if needed

✓ Achievements

- Managing the request of disbursement of funds coming from APOC projects in countries from 2005 to 2015;
- Initiation of letter of agreement or Direct financial Cooperation (DFC) for projects in countries ;
- Execution of the payment of grants (overheads) to NGDOs from 2005 to 2015;
- Some relevant certification missions for APOC's projects:
 - ❖ Certification, control of the accounts of 03 projects in **Liberia**, fiscal year 2009
 - ❖ Certification, control of the accounts of 01 projects in **Sierra Leone**, fiscal years 2009 to 2010
 - ❖ Certification, control of the accounts of 03 projects - **Guinea Bissau** fiscal years 2009 to 2011
 - ❖ Certification, control of the accounts of 02 projects - **Congo Brazzaville** fiscal years 2009 to 2011
 - ❖ Certification, control of the accounts of 01 projects - **Côte d'Ivoire**, fiscal year 2011
 - ❖ Certification, control of the accounts of 09 projects - **South Sudan** fiscal years 2010 to 2011
 - ❖ Certification, control of the accounts of 16 projects - **Cameroon** fiscal years 2012 to 2013
 - ❖ Certification, control of the accounts of 02 projects - **Malawi** fiscal years 2011 to 2013

- **Administrative and financial support to projects** accountants in the countries, Control, review and certification of financial returns and feedback: the control and review of vouchers, the cash books, the budget analysis forms, the cash count certificate and the bank reconciliations on a monthly basis.
- **Reimbursement of medical claims with training session at Staff Health Insurance at Geneva in 2009**
- **Some training sessions** undertaken on the WHO/APOC administrative and financial procedures in African region: more than 100 focal persons trained through certification mission

 **NANKOSEM SARL:** NANKOSEM is a private company and also a branch of TECHNISEM/FRANCE group at Ouagadougou, specializing in breeding, producing and distributing tropicalized vegetable seeds; TECHNISEM sells seeds mainly in Western and Central Africa, Maghreb countries, Middle East countries and Caribbean islands.

Administrative Assistant/Billing

From May 1997-May 2005

✓ **Main duties**

1. **Billing:**
 - Main user of 4Dimension (4D is TECHNISEM's software for billing);
 - Training of new comers on 4D
 - Computerized management of the stock; make periodical statistics available;
2. **Cash management:**
 - As senior Cashier of the company, to collect the cash from the junior cashiers;
 - To prepare the daily cash count certificate about the funds collected;
 - To record the total running cost per day on the cash book,
 - To make a deposit of cash in company bank account on a daily basis;
 - To supervise the juniors 02 cashiers
3. **Administrative Assistance:**
Correspondence, fax, receiving visitors and scheduling meetings, booking for missions;
4. **Supervision of the registry:**
Management of stocks, physical Inventories, reports and briefing to the Director about findings;

✓ **Achievements**

- **The cash management:** as the company senior cashier, my tasks has been focused on the control of cash management with the staff under my review, the collection of the daily sales from the junior cashiers and to make the deposit of this cash in company bank;
- **Training missions:** missions conducted in some branches of the group on 4D invoicing software to get new users familiarized with this software: Senegal, Cote d'Ivoire, and Mali

EDUCATION

- | | |
|-------------------------|--|
| ▪ Management of Projets | Master Professionnel 2 en Gestion de projets,
Institut Africain de professionnalisation en Management (IAPM),
Ouagadougou. June 2007 |
| ▪ Science of Management | Maitrise en Science de gestion (MSG)
Ecole Supérieure de Commerce et d'Informatique de Gestion (ESCO-IGES),
Ouagadougou. June 2006 |

▪ Accounting and Finance

* The Technician Baccalaureate. Major: G2 – Quantitative Techniques of Management Vocational (Bac G2)

* The Professional Studies Certificate Major: Finances Accounting (CAP)
Lycée Technique de Ouagadougou, Jaune 1995

LANGUAGES

	Reading	Speaking	Writing
French	Fluent	Fluent	Fluent
English	Intermediate	Intermediate	intermediate
Moore	Beginner	Fluent	Beginner
Dioula	Beginner	Intermediate	Beginner

TRAINING & COMPUTER SKILLS

❖ Computer skills

- ERP System : Global Management System (GSM)
- MS Office : MS Word - MS Excel - MS Access
- Presentation : PowerPoint
- Outlook - Internet
- Accounting system : 4D, BaKaWa
- Database : APOCSYS

❖ Trainings

- Gestion des approvisionnements / stocks
- rSIS (Real time Strategic Information System)
- 21 lois irrefutables du Leadership (John Maxwell Inspire Lead)
- Répondre efficacement aux appels d'offres de fournitures/Equipements et services courants
- Notions de base de sécurité sur le terrain, protection, sqante, et bien être des des fonctionnaires
- Sécurité avance sur le terrain
- Certificat de spécialisation Audit et Contrôle (ongoing courses)

I, Zoewendtale Mama Estelle OUEDRAOGO, certify that all the above pieces of information faithfully reflect my situation, qualifications and experiences.



Ouagadougou, July 09th 2020

Referees

1. Sy Alain TRAORE

Relation: Former supervisor

The Director, Agriculture & Rural Development

ECOWAS COMMISSION

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2. Joseph SAGNON

Relation: Former supervisor

Chef de service des analyses monetaires

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3. Augustin Raogo KIMA

Relation: Former WHO staff association advisor

Medical translator

World Health Organization (WHO) - former

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