

Jean Baptiste EKEN
Born on January 11, 1970
Cameroonian

Phone : +227 92 19 57 61 / +237 699 85 53 39
Email: jbeken2002@yahoo.fr/ekenj@un.org

- **DIPLOMAS AND CERTIFICATION OBTAINED**

High Education

2016- Doctor Ph.D. Student in Business Administration.

2010- Third Cycle University Diploma (Master degree in management) with topic on “**New Economy, and Sustainable Development**”, University Jean Moulin, Lyon 3-France

2007- International Advanced Certificate **on the topic “Building monitoring and evaluation into program operation”** of the PeaceBuilding and Development Institute, American University, USA Washington DC

2006- International Advanced Certificate on “**Economy Governance, Development and Public Policy**”, Bath University UK

2003- International Advanced Certificate on “**Programme Administration and Project Management**”, MDF EDE the Netherlands

1992 - Bachelor Degree in Economics Sciences, option **Enterprise management**
(University of Yaounde Cameroon)

Certification

2007- Certified of Institute Bioforce, Lyon- France on “**Management of Security**”

2006- Certified of International Training Centre of ILO TURIN Italy on “**Gender mainstreaming**”

2005- Certified of International Institute of Humans rights Strasbourg, France on “**Comparative and International Women law**”

1997- International certificate on “**Chartered accountant, Audit and control**”, Vanves, France (distance learning course)

Secondary Education

2nd Cycle -

1989- General certificate of education advance level (**Option: Accountancy and finance**)

1st Cycle –

Certified Office worker - Certified assistant **accountant** - Certified **Bank clerk** - Certified **Employee’s Insurance**

- **PROFESSIONALS EXPERIENCES**

- 1) **UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA**

Functions:

**Administrative and Finance Officer (Operation Manager)
10 (ten) staff under my supervision.**

Since September 2012

Description of Duties:

HUMAN RESOURCES MANAGEMENT

Coordinates actions relative to the administration of human resource activities, e. g., recruitment, placement, promotion, performance appraisal, job classification reviews, separation of staff members, training etc., ensuring consistency in the application of UN rules and procedures.

Defines conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations.

BUDGET AND FINANCE

Preparation and implementation of the work programme, ensuring that financial resources are utilized to implement activities in accordance with the Programme Budget and allotments issued.

Monitors and reviews the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the programme plan. Coordinates the production of programme reports.

Defines requirements and work with systems units with respect to improving budget reporting systems and cost effective utilization of program resources.

Develops procedures and implement same to ensure that accounting and financial management controls are consistent with UN policy and practice.

Supervises and/or provides guidance on financial administration and management information issues and practices to colleagues.

Provides guidance and leadership to more junior staff.

GENERAL ADMINISTRATION

Oversees work related to procurement, billing and receipt of income from various services, operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services.

Performs other related work as required.

Summarize Any of Your Achievements:

- The recruitment of twenty consultants and ten individual contractors were finalized
- Performance appraisal from 2012 to 2018 finalized for eight staff
- Regular support and advices to define conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations provided.

BUDGET AND FINANCE

Preparation and submission of yearly programme plan budget

Regular budget follow up in accordance with the Programme Budget and allotments.

The work programme and budget monitored and reviewed by conducting regular and special reviews to assess progress of actual work versus the programme plan.

Monthly financial report submitted on time

Capacities building and leadership spirit provided to junior staff.

GENERAL ADMINISTRATION

Operational travel programme, procurement monitoring and evaluation of vendor contracts/payment to vendors and individual contractors for services done with regular monthly report

All office technology needs and maintenance of equipment, software and systems, performed successfully Regular involvement to country management team activities

* New Inventory management system properly implemented with appropriate warehouse

* As security focal point, critical information related to securities issues disseminated on time

* Monthly support staff meeting implemented with follow up of main recommendations.

2) UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)

15 (Fifty) staff under my supervision.

Functions:

Interagency Compound Manager, DUNGU, Democratic Republic Congo

From May 2010 to August 2012, under International United Nations Volunteers Programme

Key Responsibilities:

- Ensure the overall responsibility for all aspects related to the development, running and maintenance of the compound
- Ensure and manage all logistics aspects (construction, purchase, fuel, warehouse...)
- Manage the large common warehouse for the entire compound and the separate warehouse of the six agencies working in the compound
- Act as permanent secretary to the compound management committee
- Preparation of financial reports, estimates of future expenditures and financial control
- Preparation of agreements
- Ensure the maintenance of a project control system and its functioning
- In cooperation with programme officer, compile and update records on all projects expenditures by operational sector
- Preparation of the office administrative and programming budget monitor and prepare period reports on the implementation and expenditures, including submission of monthly allotment control sheets
- Ensure the running of the compound and supervision of non-UN staff performing services, including their training and coaching as necessary to appropriately execute their tasks

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3) ACTION FOR DEVELOPMENT MAROUA Cameroon (NGO)
10 (ten) staff under my supervision.

Functions:

National Administrator/National Coordinator (**January 2001- April 2010**)

Projects managed posted on the organization website: <http://acdevcm.free.fr>

Key Responsibilities:

- Implement and conduct fundraising activities
- Prepare and submit projects to donors
- Manage the execution of strategic planning (approval and execution of projects and programmes) and operative planning (staff incorporation, organisation changes, implementation, etc.)
- Monitoring and evaluation for all projects and programmes
- Prepare and submit project report to donors and partners (financial and activities)
- Coordinate and supervise all logistic aspects including the warehouse management.
- Represent the organization by next to partners
- Ensure the fulfilment of the evaluation systems and procedures established by the organization policies (Nutrition, Food Security and Water and Sanitation, Health)
- Manage staff: selection and team development, performance management and staff skills assessment.
- Ensure the security management for the team.

4) ACTION AGAINST HUNGER UK - Cameroon mission (International NGO)

Functions: Administrative, Finance and Logistic Manager

(July 1998 to December 2000)

5 (three) staff under my supervision.

Key Responsibilities:

Recruitment, Supervision, training, support & technical evaluation of all logistic and administrative staff;

- Set-up and follow-up of the mission logistics organization
- Ensuring the timely drafting of mid-term and final finance reports on contracts to ensure compliance;
- Ensure the timely drafting of proposal budgets and appropriate liaison with coordination staff to ensure submission of proposals pending;
- Supervise the finance team for the ongoing finance and administration tasks
- Close liaison with the Head of mission and other coordinators to address proposed cuts in structure budget ;
- Strengthening of analysis of finance team strengths/weaknesses in order to move forward with developing greater capacity.
- Compliance with contractual obligations, audit requirements and proposal submission deadlines ;
- Ensure budget follow-up: Develop tables necessary for financial monitoring and for budget follow up within the mission; Analyse gaps between planned budgets and actual expenses; Anticipate financial risks;
- Management of warehouse, management of vehicle, purchasing, management of fuel and all equipments...
- Supervise and training of logistic and administrative team
- Develop budgets for project proposals according to project needs and Donor constraints; Draft financial reports (mid-term and final) respecting contractual deadlines;
- Ensure training and capacity building for admin/log team members in order to increase the level of technical ability and skills within the department;
- Develop relevant management procedures within the team;
- Improve information flows within the department and with other departments and projects

5) SOCIETE DES PROVENDERIES DU CAMEROUN

Functions: - Financial Controller (from January 1997 to May 1998)

2 (two) staff under my supervision.

**6) Office of Audit and Chartered Accountant (First Manager Douala-Cameroun)
3 (three) staff under my supervision.**

Functions:

- Head of mission July 1995 to December 1996
- Senior auditor June 1994 to June 1995
- Junior auditor July 1992 to May 1994

• **OTHERS EXPERIENCES**

- **Lecturer at Universities, High and Secondary school since 1992**
- **Good knowledge of Donor's procedures (World Bank, UNDP, UNICEF, UN, International organisations, European Union, DFID, ABD, FIDA...)**
- **Consultancy Skills**
- **Fundraising**
- **Programme management**
- **IPAS and UMOJA Expert**
- **Country Operation Management Chair since 2014.**

• **COMMUNITY LIFE**

- MEMBER OF THE ASSOCIATION FOR FINANCIAL PROFESSIONALS
- MEMBER OF THE DEMOCRATIC COMMUNITIES IN ACADEMIC RESEARCH ON ECONOMIC DEVELOPMENT (DARE)
- MEMBER OF THE RESEARCHERS ALLIANCE FOR DEVELOPMENT (World Bank network)
- MEMBER OF THE FRENCH ASSOCIATION OF FUNDRAISING
- MEMBER OF THE WORLD BANK INSTITUTE
- MEMBER OF THE INTERNATIONAL INSTITUTE OF AUDITORS
- PEER SUPPORT PERSONNEL
- MEMBER OF INTERNATIONAL JUNIOR CHAMBER –
- WORLD BANK INSPECTION PANEL MEMBER

• **LANGUAGES**

- French (Written: Excellent) / (Spoken: Excellent)
- English (Written: Excellent) / (Spoken: Excellent)

• **REFERENCES**

1. Prof Dimitri Sanga

Director, UNESCO Regional Office for West Africa (Sahel)

Tel: + 221 33 864 96 00 / +221780149062

Email: d.sanga@unesco.org

2. Mr. Bakary Dosso

Director, Economic Commission for Africa

Sub Regional Office for West Africa

Tel: +227 92 19 25 16 41 / +227 20 72 73 26

3. Mr. Aboubacry Lom

Former Director, Economic Commission for Africa

Tel.: + 221 77 658 78 56

Email: adlom2001@yahoo.fr

4. Mr. Saidou HAMANI

Program Manager-UNEP Nairobi

Email: hamanis@un.org / saidou_h@hotmail.com