



More about jobs at the country office

The **Resident Representative** represents BTC's management towards local (national and international) bodies, and especially towards the DGDC cooperation attaché and the Belgian Embassy. With the help of the country office staff, the Resident Representative supports the Technical Assistants to successfully manage the projects entrusted to BTC according to the planned outline and timing. The Resident Representative coordinates the public contracts necessary for project progress. He or she ensures that, in partnership, the expected results are achieved and the financial, administrative and human objectives are respected.

The **Administrative and Financial Manager** is responsible for administrative, financial and logistics management of the country office and the projects. He supports the projects from the start to the end. He or she implements administrative and accounting and financial procedures, and supports the Resident Representative and the Technical Assistants in these fields. He or she draws up the budget in consultation with the Resident Representative and ensures budget follow-up.

The **Programme officer** follows up the activities that are entrusted to BTC and supports the Technical Assistants assigned to the projects. He or she manages the planning and the monitoring of the projects. The Programme officer promotes institutional contacts between local players and related projects. He or she works out the communication about project achievements.