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**External Publication of Job Posting**

**50185236**

**Job Posting Title**

Finance And Administrative Officer CIEFFA

**Start Date**

08.02.2017

**End Date**

10.03.2017

**Reference Code**

HRST2017020811

**Job Title**

Finance And Administrative Officer CIEFFA

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles , Somalia and South Sudan.

**Department**

Job title: Finance And Administrative Officer CIEFFA

Grade: P2 (Step 1)

Department: Human Resources, Science and Technology

Supervisor: Executive Secretary

Duty Station: Ouagadougou, Burkina-Faso

Positions: 1

## **Tasks**

Under and administrative supervision of Coordinator, you shall carry out the following tasks:

- i. Manage a complete financial function of the Mission which would include a number of different and diverse operations and inter-related accounts of the financial system;
- ii. Process and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate;
- iii. Process monthly payroll and related staff emoluments;
- iv. Keep and update financial records of the office;
- v. Maintain updated Personnel data (staff contract, leave management, up-to-date personnel information...)
- vi. Maintain up to date files for service providers/contracts;
- vii. Journalize monthly exchange difference and bank charges on the various payments effected through Foreign and Local bank accounts of the Mission;
- viii. Adjust the local bank balance at the end of each month;
- ix. Prepare bank reconciliation;
- x. Draft various correspondence related to financial and Administration matters and submit to your supervisor;
- xi. Plan, coordinate, and supervise the work of the General Service Staff
- xii. Prepare financial statements to be audited;
- xiii. Prepare Financial Reports for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;
- xiv. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;
- xv. Provide advice on financial and Administrative policies, their application and related procedures for the office in accordance with the financial rules and regulations, Staff rules and Regulation and various circulars.
- xvi. Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Financial Rules and Regulations, Staff Rules as well as administrative instructions and circulars;
- xvii. Perform any other financial and administrative related duties as may be assigned by supervisors.

## **Requirements**

1. Qualifications and Work Experience Required:

## Academic Qualification

- A University Bachelor Degree in Accounting or Business Management
- Candidates must have at least 5 years of progressive work experience

Professional Qualification of ACCA, SIMA or CPA is an advantage

## Knowledge, skills and abilities

- Excellent interpersonal skills and ability to organize and motivate others and to work in a multicultural environment. Previous international experience is an advantage
- Excellent computer skills; Microsoft Office, Internet Explorer, etc ;Work experience in accounting packages is an advantage
- Good skills in planning and organization
- Good negotiation skills, good communication and presentation skills

## 2. Language:

Proficiency in one of the African Union working languages. Knowledge of one or several other working language (s) would be an added value.

## 3. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract shall be for a period of two years renewable, subject to satisfactory performance and deliverables.

## 4. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

## 5. Remuneration

Indicative basic salary of US\$ 29,287.00 per annum (P2 Step 1) plus other related entitlements e.g. Post adjustment (55 % of basic salary), Housing allowance (\$1 7,222.40 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> not later than 10 March 2017.

Directorate of Administration and Human Resource Management

African Union Commission

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

CEIFFA, Ouagadougou