



External Publication of Job Posting

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Job Posting Title

Senior Finance Officer

Start Date

21.08.2017

End Date

21.09.2017

Reference Code

SFOAPOL03

Job Title

Senior Finance Officer

Organization

The African Union (AU), 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.

In seeking to achieve these objectives, the African Union Mechanism for Police Cooperation (AFRIPOL) is established as a technical institution of the Union for the mechanism for police cooperation for Member States. Filling of vacant posts in the organizational structure is key to achieving the mandate of AFRIPOL.

The Commission of the African Union (AU), therefore, invites applicants who are citizens of AU Member States, for the post of Senior Finance Officer.

Department

Post:

Post title: Senior Finance Officer

Grade: P3

Supervisor: Head, Administration, Personnel and Finance Division

Directorate: AFRIPOL Secretariat

Duty Station: Algiers, Algeria

Number of Position: 1

Project

Job Description:

The African Union Mechanism for Police Cooperation (AFRIPOL) is hereby established as a technical Institution of the Union for the mechanism for police cooperation for Member States of the Union.

Tasks

1. Main Duties and Responsibilities:

The duties and responsibilities of the Senior Finance Officer shall include the following:

- Guide the development of budget proposals for Funds in line with AUC financial, administrative and operational parameters budget preparation processes at AFRIPOL;
- Review financial returns to ensure that adequate systems of internal control are maintained at the Secretariat;
- Maintain up-to-date and reliable financial records, in conformity with the AU Financial Rules and Regulations, policies and procedures and Partners' requirements as appropriate;
- Ensure allocation of expenditure to the appropriate fund or account and monitor proper budget utilization;
- follow up on the utilization of partner funding to ensure the utilization is in compliance with the funding agreements;
- Supervise the preparation of periodic disbursement plans, cash flow forecasts, and monitor cash requirement against utilization;
- Follow-up implementation of recommendations of the AUC's internal and external auditors as well as Partners' contracted external auditors;
- Perform any other duties assigned by the Head, Administration, Personnel and Finance Division or the Director AFRIPOL.

Requirements

2. Qualifications, Skills and Work Experienced Required:

University Master Degree in Accounting, Commerce or Financial Management from a recognized University or related fields and additional professional qualification such as CPA, CA, ACCA, CIMA, CIA will be an added advantage, with 7 years of experience in Financial Management or Accounting, of which at least 3 years should be at supervisory level.

OR

University Bachelor Degree in Accounting, Commerce or Financial Management from a recognized University or related fields and additional professional qualification such as CPA, CA, ACCA, CIMA, CIA will be an added advantage, with 10 years of experience in Financial Management or Accounting, of which at least 5 years should be at supervisory level.

3. Required Skills and Competencies:

- Computer literacy and experience in working with computerized accounting systems, standard spreadsheet and database programs;
- Excellent interpersonal and team building skills, ability to organize and motivate others as well as work in a multi-cultural environment;
- Excellent reporting skills

- Good communication and negotiating skills
- Good planning and organizational skills
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Language requirements

Proficiency in one of the following (English, French, Portuguese and Arabic) African Union working languages, proficiency of two or more in other of one or several other working language(s) is an added value.

For this position, fluency in French and Arabic is desirable.

Tenure of appointment

The appointment will be made on a regular fixed term contract for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract will be for a period of two (2) years renewable, subject to satisfactory performance.

Equal Opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

Remuneration:

Indicative basic salary for this position is US\$ 35,300 (P3 Step 1) per annum plus other related entitlements such as post adjustment (30% of basic salary), Housing allowance US\$ 17,222.40 (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

How to apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 21st September 2017.

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.

Directorate of Administration and Human Resource Management

African Union Commission

Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AFRIPOL, Algiers