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**External Publication of Job Posting**

**50318208**

**Job Posting Title**

Assistant Accountants

**Start Date**

15.09.2017

**End Date**

16.10.2017

**Reference Code**

AAPSD03

**Job Title**

Assistant Accountants

**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 in Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, The Administrations and Human Resources Management Directorate of AUC is undertaking several capacity building initiatives to modernize its systems that enable it to deliver on its mandates.

The Commission of the African Union invites citizens of Member States to apply for the below specified position at the African Union Commission Headquarters, in Addis Ababa Ethiopia.

**Project**

2. Post

Title: Assistant Accountants, Peace and Security Finance

Grade: GSA5 (Step 5)

Immediate Supervisor: Senior Finance Office, Peace and Security Finance

Department: PBFA

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 05

## **Tasks**

### 3. Major Duties and Responsibilities

Under the supervision of the Senior Finance Office, Peace and security Finance , he/she shall be responsible for: -

1. Review budget requests and process quarterly subvention transfers to Liaison offices;
2. Ensure monthly receipt of financial returns from observer and liaison office missions, and projects and, organise and file them properly;
3. Review financial returns to ensure that all payments, receipts and adjustments are adequately supported by documents, communicate its findings to the respective offices;
4. Assist in the preparation and liaison office follow-up of budgets;
5. Reconcile various expenditure reports to source documents; distributes and files financial documents and reports;
6. Process payments after verifying they are adequately supported by invoices, claims etc.' and comply with relevant AU rules and regulation;
7. Assists in the preparation of financial reports and assists in performance of various clerical duties;
8. Review and post monthly salary for liaison office staff;
9. Process settlement of imprest and other advances;
10. Prepare responses to external and internal audit queries and assist in the implementation of audit findings;
11. Reconcile interoffice accounts of liaison offices regularly and post required adjustments in SAP;
12. Assist in the implementation of the limited SAP roll out project;
13. Performs miscellaneous job-related duties as assigned by the supervisor;

## **Requirements**

### 4. Qualifications

A University Bachelor in Accounting, Finance or Business Management.

Accounting/finance Certification is a plus like ACCA, CPA, CIMA, ETC.

Candidates must have at least 5 years of work experience in accounts or finance.

### 5. Other Relevant Skills

1. Work experience in accounting packages is an advantage. Work experience in SAP an advantage
2. IPSAS knowledge is an added advantage

3. Work experience in International organization is an advantage
4. Excellent interpersonal skills and ability to organize and to work in a multicultural environment.
5. Excellent computer skills; Microsoft Office, Internet Explorer, etc.
6. Good skills in planning and organization
7. Good communication skills

6. Language requirement

Proficiency in one of the African Union working languages is mandatory. Knowledge of one or several other working languages is an added advantage.

7. Tenure of Appointment

The appointment will be made on a Short term contract for a period of one (1) year renewable, depending on the availability of resources and subjected to satisfactory performance. The first three months will be considered as a probationary period.

8. Remuneration

The indicative annual salary attached to the position is a lump sum of US\$ 47,748 (GSA5 Step 5) inclusive of all allowances for internationally recruited staff, and US \$21,354.35 inclusive of all allowances for locally recruited staff.

9. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 16 October 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**

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters