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**External Publication of Job Posting**

**50348794**

**Job Posting Title**

FINANCE OFFICER , ACHPR

**Start Date**

29.11.2017

**End Date**

30.12.2017

**Reference Code**

ACHPR - 0003

**Job Title**

FINANCE OFFICER , ACHPR

**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.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term position of Finance Officer at the African Commission on Human and Peoples' Rights (ACHPR).

**Department**

POST:

Job title: Finance Officer

Grade: P2

Supervisor: Secretary to the Commission

Department: ACHPR

Duty Station: Banjul, the Gambia

Number of Positions: 1

**Project**

JOB PURPOSE:

To provide technical support to the Executive Secretary of the ACHPR in financial management matters for the

PANAF project.

### **Tasks**

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

Under the supervision and guidance of the Secretary to the Commission, you shall perform the following duties and responsibilities:

- Reviewing and updating the status of the project funds;
- Making arrangements for logistics and/or travel during implementation of project activities;
- Procurement of goods and services for the implementation of project activities;
- Preparing financial statements and maintaining financial records and analyzing expenditures and balances relating to the transaction of the funds;
- Preparing financial statements on the utilization of funds;
- Assisting in the preparation and revision of budget on the projects;
- Tracking the project funds, as well the performance report(s)
- Preparing quarterly financial report and undertaking the day-to-day accounting and financial management and support services for the projects and maintaining a database on accounting and financial information;
- Maintaining records of inventory of property and equipment under the projects;
- Working with the auditors in the execution of their tasks and respond to all queries relating to the audited accounts;
- Preparing the payment request for disbursement of funds by partners;
- Performing any other related tasks that may be assigned by the Secretary to the Commission.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCED REQUIRED:**

- University Bachelor Degree in Accounting or equivalent from a recognized Institution. ACCA, SIMA, CPA or Professional qualification is an advantage. Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) is required with 3-4 years of experience in Accounting, Budgeting, Auditing, Managing projects & Reporting functions or related area.
- OR
- University Diploma in Accounting or equivalent from a recognized Institution. ACCA, SIMA, CPA or Professional qualification is an advantage. Strong knowledge of International Public Sector Accounting Standards (IPSAS) or International Financial Reporting Standards (IFRS) is required with 5 years of experience in Accounting, Budgeting, Auditing, Managing projects & Reporting functions or related area.

#### **2. REQUIRED SKILLS & COMPETENCIES:**

- Previous experience in managing EC funded projects;
- 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, SAP, QuickBooks is an advantage
- Good skills in planning and organization
- Good negotiation skills, good communication and presentation skills

#### **3. LANGUAGE REQUIREMENT:**

Working proficiency in one of the African Union working languages is a requirement. Proficiency in one or several of the African Union's other working languages would be an added advantage.

4. TENURE OF APPOINTMENT:

The appointment will be made on a short term contract for a period of two (2) years of which the first six (6) months will be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

5. EQUAL OPPORTUNITIES:

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

6. REMUNERATION:

The salary attached to the position is a fixed annual lump sum of US\$70,692.57 (P2 STEP5) inclusive of all allowances for internationally recruited staff and US\$60,027.93 inclusive of all allowances for locally recruited staff.

HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 30 December 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**

ACHPR, Banjul