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**External Publication of Job Posting**

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**Job Posting Title**

FINANCE AND ADMINISTRATION OFFICER- PAN AFRICAN UNIVERSITY

**Start Date**

31.07.2018

**End Date**

02.09.2018

**Reference Code**

PAU / FA / 003

**Job Title**

FINANCE AND ADMINISTRATION OFFICER- PAN AFRICAN UNIVERSITY

**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.

The Pan African University (PAU) is a continental academic and research institution created by the African Union, that is based on the following guiding principles: academic freedom, autonomy, accountability, quality assurance, strengthening existing African institutions at the graduate and post-graduate levels to enable them to serve the whole continent, excellence and international partnerships in academic and research activities, gender parity and equality at all levels and in all university functions.

In order to contribute to the emergence and strengthening of an African higher education and research platform, the PAU consists of five (5) thematic Institutes hosted by existing institutions located in the five geographic regions of the African Union, namely:

- i. Life and Earth Sciences (including Health and Agriculture) located at University of Ibadan in Nigeria for Western Africa
- ii. Basic Sciences, Technology and Innovation located at Jomo Kenyatta University of Agriculture and Technology (JKUAT) in Kenya for Eastern Africa
- iii. Governance, Humanities and Social Sciences located at University of Yaoundé II in Cameroon for Central Africa
- iv. Water and Energy Sciences (including climate change) located at University of Tlemcen in Algeria for North Africa, and
- v. Space Sciences located at University of Cape Town in South Africa for Southern Africa.

The PAU also aims at the promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries, the institution of

an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa, promotion of inter-disciplinary and multidisciplinary research programmes linked to policy making processes, promotion of productive linkages with the industrial sector for innovation and dissemination of new knowledge, full use of Information and Communication Technologies for pedagogy, research and management. The PAU takes into account the basic principles of the United Nations Charter and the Universal Declaration of Human Rights.

In seeking to achieve the PAU mandate and objectives, the African Union intends to strengthen its human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Finance and Administration Officer to be placed at the Pan African University Institutes.

### **Department**

1. POST:

Job Title: Finance and Administration Officer  
Grade: P2  
Supervisor: Directors of PAU Institutes  
Department: Human Resource, Science and Technology Department  
Duty Station: PAU Institutes in Nairobi , Kenya  
Number of Positions: 1

### **Project**

2. JOB PURPOSE:

To coordinate the development and implementation of a comprehensive financial plan in line with University's priorities and provide an oversight of budgets, management, administrative and planning to ensure sound financial, administrative and human resources management.

### **Tasks**

3. MAJOR DUTIES AND RESPONSIBILITIES:

A. FINANCE

- i. Participate in financial budgeting and planning to ensure allocation of expenditure to the appropriate fund or account and monitor proper budget utilization to ascertain that budget appropriations are not overspent;
- ii. Develop budget proposals for Partner Funds in line with AUC financial, administrative and operational parameters in collaboration; follow up agreement with Partners, and ensure budget utilization is in compliance with agreements;
- iii. Prepare periodic disbursement plans, cash flow forecasts, schedules of remittances to the PAU Institutes
- iv. Coordinate the design of procurement policies and procedures that would ensure the University receives quality and efficient services in line with organization wide procurement manual;
- v. Develop and maintain banking, payroll and cash flow systems that is efficient and responsive;
- vi. Advise the Rectorate team on financial matters of the University;

B. ADMINISTRATION AND HUMAN RESOURCES

- i. Ensure the development of terms of service and reference for consultants and ensure the performance of duties and responsibilities is aligned to the University's strategic objectives;
- ii. Liaise with the Human Resources Management Department to ensure timely recruitment, allocation and employment of staff in accordance with existing policies and procedures;
- iii. Ensure the implementation and maintenance of administrative policies, and procedures that lead to

efficient service delivery to the University community and its stakeholders;

- iv. Ensure that the University complies with all applicable human resource, labor, employment equity and payroll laws, policies and procedures;
- v. Develop an efficient record keeping, filing, archiving and retrieval system for all PAU documents;
- vi. Perform other related tasks and related responsibilities as assigned by the Director.

### **Requirements**

#### **3. ACADEMIC QUALIFICATIONS AND WORK EXPERIENCE REQUIRED:**

- University Bachelor's Degree in Financial Management, Accounting or Business Administration. Professional certifications such as CPA, CA, ACCA, CIMA, CIA, etc. would be an added advantage.
- Five (5) years of progressively financial management working experience including accounting, administration and human resources management in an academic institution or set up
- Candidates with Diploma qualifications in Financial Management, Accounting or Business Administration would be considered provided they have eight (8) years of relevant experience.

#### **4. RELEVANT SKILLS AND COMPETENCIES REQUIRED**

##### **Functional Skills**

- Knowledge of accounting, budgeting and auditing policies, practices and procedures and ability to apply them in an organizational setting
- Excellent interpersonal and team building skills, ability to organize and motivate others as well as work in a multi-cultural environment,
- Excellent Financial and accounting reporting skills,
- Good communication and negotiating skills,
- Computer literacy and experience in working with computerized accounting systems (preferably SAP), standard spreadsheet, database programs IPSAS etc.
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills
- Monitors progress against milestones and deadlines

##### **Personal Abilities**

- Takes responsibility for incorporating gender perspectives. Ensures equal participation of women and men in all areas of work
- Delegates the appropriate responsibility, accountability and decision-making authority
- Conscientious and efficient in meeting commitments, observes deadlines and achieves results
- Ability to identify issues, formulate opinions, make conclusions and recommendations in individual and team settings

##### **Knowledge and Understanding**

- Knowledge of accounting, budgeting and auditing policies, practices and procedures and ability to apply them in an organizational setting
- Makes sure roles, responsibilities and reporting lines are clear to each staff member

#### **5. LANGUAGE REQUIREMENT:**

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

#### **6. TENURE OF APPOINTMENT:**

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

#### **7. LEAST REPRESENTATIVE COUNTRIES:**

Candidates from the following least represented countries are encouraged to apply: Eritria, Central African

Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

**8. GENDER MAINSTREAMING:**

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

**9. REMUNERATION:**

Indicative basic salary of US\$ 31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment, Housing allowance depending on the duty station, education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and \$3,300 per child per annum for locally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> not later than 2nd September 2018.

Candidates must select specific duty station.

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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

PAU Institutes in Nairobi

***City***

Nairobi