



External Publication of Job Posting

50607889

Job Posting Title

FINANCE AND ADMINISTRATION OFFICER – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

Start Date

24.01.2019

End Date

25.02.2019

Reference Code

AIR / 2019 / 02 / 03

Job Title

FINANCE AND ADMINISTRATION OFFICER – AFRICAN INSTITUTE FOR REMITTANCES (AIR)

Organization

The African Union (AU), established as a unique Pan African continental body, is charged with the responsibility of 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 African Institute for Remittances (AIR) was established in 2014 as a Specialized Technical Office of the African Union Commission (AUC) with the aim to assist the AU Member States to maximize the impact of remittances for social and economic development in Africa.

Towards meeting its' mission, the African Institute for Remittances will work with partners and African Union member States in three strategic priority areas: 1) Improve the statistical measurement, compiling and reporting capabilities of Member States on remittances data; 2) Promote appropriate changes to the legal and regulatory frameworks for remittances, payment and settlement systems as well as use of innovative technology so as to promote greater competition and efficiency, resulting in reductions of transfer costs; 3) Leverage the potential impact of remittances on social and economic development of Member States as well as promoting the financial inclusion.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are national and citizens of AU Member States for a position of Finance and Administration Officer for the African Institute for Remittances.

Least Represented Countries

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles and Somalia.

Department

1. Post

Job title: Finance and Administration Officer

Grade: P2

Department/Agency: African Institute for Remittances

Supervisor: Executive Director, AIR

Duty Station: Nairobi, Kenya

Number of Posts: 1

Project

2. Job Purpose

Under the direct supervision of the Executive Director, AIR, the Finance and Administration Officer shall be responsible of leading and coordinating all finance and administration (human resource management, procurement, facilities management). He/she shall be accountable for the implementation of AU Staff Rules and Regulations and for financial management policies (systems, processes, procedures and practices) by applying the principles of planning, organizing, leading and controlling activities through the implementation of relevant best practices aimed at achieving the AIR strategic objectives. Factors in terms of the AIR social and environmental will be relevant – including demographic, hardship, travel and other local conditions.

Tasks

Major Duties and Responsibilities

The Finance and Administration Officer, AIR shall:

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 AIR;
- iv. Coordinate the design of procurement policies and procedures that would ensure the AIR 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 AIR team on financial matters of the Institute;

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 AIR 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 AIR and its stakeholders;
- iv. Ensure that the AIR 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 AIR documents;
- vi. Perform other related tasks and related responsibilities as assigned by the Executive Director.

Requirements

3. Academic Qualifications and Experience Requirements

- 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 international organization set up

OR

- Diploma in Financial Management, Accounting or Business Administration. Professional certifications such as CPA, CA, ACCA, CIMA, CIA, etc. would be an added advantage.

- Five (3-4) years of progressively financial management working experience including accounting, administration and human resources management in an international organization set up

4. Required Skills and Competences

A. 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;

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;

Monitors progress against milestones and deadlines.

B. Personal Abilities

Takes responsibility for incorporating gender perspectives. Ensures equal participation of women and men in all areas of work;

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.

5. Language Requirement:

Applicants must be proficient in at least 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. Gender Mainstreaming:

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

8. Remuneration:

The indicative annual salary attached to the position is an indicative basic salary of US\$ 31,073.00 (P2 Step1) per annum plus other related entitlements e.g. Post adjustment, Housing allowance, education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff).

How to Apply

All applications must reach the African Union Commission not later than 25 February 2019 through the AU Commission's website <http://www.aucareers.org>.

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 Resources
Management, African Union Commission
Addis Ababa, Ethiopia

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AFRICAN INSTITUTE FOR REMITTANCES (AIR)

City

Nairobi