Job Posting Title
ADMINISTRATIVE AND FINANCE OFFICER – CHAD

Start Date
20.04.2020
End Date
20.05.2020

Reference Code
202004203

Job Title
ADMINISTRATIVE AND FINANCE OFFICER – CHAD

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 African Union Commission (AUC) intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The African Union Commission invites applicants who are citizens of Member States for the position of Finance Officer within the Directorate of Programming, Budget, Finance and Accounting (PBFA) in Addis Ababa, Ethiopia.

Department
Title: ADMINISTRATIVE AND FINANCE OFFICER – CHAD
Grade: P2
Immediate Supervisor: Special Representative of the Chairperson of the AU Commission (SRCC)
Department: Directorate of Programming, Budget, Finance and Accounting (PBFA)
Duty Station: AULOs - Chad
Number of Positions: 01

Project
To ensure the management of financial services including budgeting, accounting, cash management, payments
and contracts management in compliance with Financial procedures of the African Union.

**Tasks**

Under the supervision of the Special Representative of the Chairperson of the AU Commission (SRCC), the Finance Officer will be responsible for the following duties:

**Project Financial Management**

i. Manage a complete financial function of the Mission which would include a number of different and diverse operations and inter-related accounts of the financial system;

ii. Process and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate;

iii. Maintain project financial information in SAP system

iv. Maintain cash flow systems that is efficient and responsive, as well as preparing monthly bank reconciliations;


**Financial planning, budgeting and reporting**

i. Participate in the annual planning and budgeting process to ensure allocation of expenditure to the appropriate fund and monitor proper budget utilization to ascertain that budget appropriations are not overspent;

ii. Prepare financial management reports to track performance against budget and report the results to management.

**Accounting**

i. Process and verify all suppliers’ payments and ensure that the accompanying supporting documents are complete and accurate; Coordinate procurement process that would ensure the project receives quality and efficient services in line with AU rules and procedures;

ii. Implement administrative policies, and procedures that lead to efficient service delivery;

iii. Prepare Financial Reports / Statements for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;

iv. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;

v. Ensure that all balance sheet accounts are reconciled.

**Treasury and Cash Management**

i. Prepare cash flow projections and monitor the continued availability of funds to cover the requirements of the project’s operations;

ii. Journalize monthly exchange difference and bank charges on the various payments effected through Foreign and Local bank accounts of the Mission;

iii. Adjust the local bank balance at the end of each month;

iv. Prepare bank reconciliation;

v. Process monthly payroll and related staff emoluments.

**Financial control, risk management and compliance**

i. Ensure the completeness and accuracy of financial data through the establishment of checklists and monthly reviews of financial data;

ii. Provide advice on financial and accounting policies, their application and related procedures for the Mission in accordance with the accepted norms and practices of the AU Headquarters as well as the various donors;

iii. Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization’s Financial Rules and Regulations, Staff Rules as well as administrative instructions and circulars;

iv. Plan, coordinate, and supervise the work of the Assistant Accountants within the Finance Unit of the Mission.
Fixed Asset Management
i. Maintain the fixed register and ensure the identification and proper inventory of fixed assets of the project;
ii. Perform any other financial related duties as may be assigned by supervisors.

Administrative functions
i. Maintain updated Personnel data (staff contract, leave management, up-to-date personnel information…);
ii. Draft various correspondence related to financial matters and submit to his/her supervisor;
iii. Maintain up to date files for service providers/contracts.

Requirements

1. Qualifications and Work Experience required:

A Bachelor’s Degree in Financial Management, Accounting, Business Administration or related field. Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of 3-4 years of progressively working experience in the areas of financial management including accounting, administration and human resources management. Experience working with international organizations is an added advantage.

Or

A University Diploma in Financial Management, Accounting, Business Administration or related field. Professional qualifications from a recognized Institute will be an additional Advantage.

A minimum of five (5) years of progressively working experience in the areas of financial management including accounting, administration and human resources management. Experience working with international organizations is an added advantage.

Professional certifications such as CPA, CA, ACCA, CIMA, CIA, etc. would be an added advantage.

2. Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

3. Tenure of Appointment:

The Appointment will be made on a fixed-term contract for a period of one (1) year extendable up to the end of the mission, the first six (06) months of which shall be considered probationary period and thereafter the contract will be annually renewable, subject to good performance and deliverables.

4. Gender Mainstreaming:

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

5. Remuneration:

The salary attached to the position is an annual lump-sum of US$ 78,182.35 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US$ 64,642.89 inclusive of all allowances for locally recruited
Applications must be made through the AUC E-recruitment Website http://www.aucareers.org not later than 20th May 2020.

- Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge. Of candidate’s work, please, provide referees’ contact details – telephone and e-mail addresses.

- Copy of valid passport.

- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).

- Please be aware that only complete applications will be considered.

- Please note that only shortlisted candidates will be contacted

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**
Fixed Term Contract

**Employment Fraction**
Full-time

**Branch**
AU Liaison Offices – Chad