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**External Publication of Job Posting**

**50545855**

**Job Posting Title**

FINANCE AND ADMINISTRATIVE OFFICER

**Start Date**

28.06.2018

**End Date**

29.07.2018

**Reference Code**

New York 01 / 03

**Job Title**

FINANCE AND ADMINISTRATIVE OFFICER

**Organization**

1. BACKGROUND INFORMATION:

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 these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Finance and Administration Officer within its Permanent Observer Mission to the United Nations located in New York, U.S.A.

**Department**

2. POST:

Job Title: FINANCE AND ADMINISTRATIVE OFFICER

Grade: P2

Number of posts: 1 (One)

Duty Station: New York, U.S.A.

Directorate: Bureau of the Chairperson

## **Project**

### **3. JOB DESCRIPTION SUMMARY:**

The Finance and Administration Officer will be responsible of leading and coordinating all finance and administration (human resource management, procurement, ICT, facilities management) related tasks under the New York Office. He/She locally reports to the Permanent Representative while functionally reporting to the Directorate of Programming, Budgeting, Finance and Accounting and the Directorate of Administration and Human Resource Management on financial and administrative/human resource management matters respectively.

## **Tasks**

### **4. MAIN DUTIES AND RESPONSIBILITIES:**

Finance and Accounting:

- 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. Process monthly payroll and related staff emoluments;
- iv. Journalize monthly exchange difference and bank charges on the various payments effected through Foreign and Local bank accounts of the Mission;
- v. Prepare bank reconciliation;
- vi. Adjust the local bank balance at the end of each month;
- vii. Prepare financial statements for audit;
- viii. Prepare Financial Reports for consideration of the AU Headquarters and Donors as well as the certification of general expenditures;
- ix. Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately;
- x. Provide advice on financial policies, their application and related procedures for the office in accordance with the AU financial rules and regulations
- xi. Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Financial Rules and Regulations and circulars;
- xii. Keep and update financial records of the office;
- xiii. Perform any other financial and administrative related duties as may be assigned by supervisors.

Human Resource Management and Administration:

- i. Maintain updated personnel data (in relation staff contract, leave management, up-to-date personnel information etc.)
- ii. Maintain up to date files for service providers/contracts;
- iii. Draft various correspondence related to financial and administrative matters and submit to supervisor;
- iv. Plan, coordinate, and supervise the work of the General Service Staff
- v. Provide advice on human resource management and administrative policies, their application and related procedures for the office in accordance with the AU Staff Rules and Regulations and various administrative circulars.
- vi. Provide advice and corrective actions in response to audits and other queries to ensure adherence to the Organization's Staff Rules and Regulations as well as administrative instructions and circulars;

- vii. Serve as Focal Person to coordinate procurement activities of goods and services in accordance to the threshold accorded to the office and the AU Procurement Manual
- viii. Lead and control administrative support on issuance of travel documents, i.e. tickets and related, in accordance with the AU Travel Policy; facilitating all IT and facility related support services among others.
- ix. Perform any other administrative related duties as may be assigned by supervisors.

### **Requirements**

#### **5. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED:**

- A University Bachelor Degree in Accounting or Business Management
- Candidates must have 3-4 years of progressive work experience
- Professional Qualification of ACCA, SIMA, CPA or other equivalent certification will be considered as an advantage

OR

- A University Diploma in Accounting or Business Management and 5 years progressive relevant work experience
- Professional qualification such as ACCA, SIMA, CPA or other equivalent certification will be considered as an advantage

#### **6. OTHER RELEVANT SKILLS AND ABILITIES:**

- 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, including Microsoft Office, Internet Explorer etc. Work experience in accounting packages is required. Knowledge of SAP finance module will be an advantage.
- Excellent planning and organization skills
- Excellent negotiation, communication and presentation skills
- Excellent ability to draft official communications and reports.

#### **7. 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.

#### **8. 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 shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

#### **9. Gender Mainstreaming:**

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

#### **10. Remuneration:**

Indicative basic salary of US\$ 31,073 .00 (P2 Step1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 31,073.00 (per annum), 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.

How to Apply

All applications must reach the African Union Commission not later than 29 July 2018 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***

New York Office