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**External Publication of Job Posting**

**50612608**

**Job Posting Title**

DIRECTOR OF PROGRAMMING, BUDGETING, FINANCE AND ACCOUNTING

**Start Date**

27.02.2019

**End Date**

01.04.2019

**Reference Code**

10000838 (03)

**Job Title**

DIRECTOR OF PROGRAMMING, BUDGETING, FINANCE AND ACCOUNTING

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

The Commission of the African Union invites applications from nationals of its Member States for the position of Director - Programming, Budgeting, Finance and Accounting Directorate.

**Department**

Post:

Job Title: Director, Programming, Budgeting, Finance and Accounting

Post Level: D1

Office of the Director

Supervisor: H.E. the Deputy Chairperson, African Union Commission

Duty Station: Addis Ababa, Ethiopia

## **Project**

### 2. Job purpose:

Reporting to the Deputy Chairperson, the Director of Programming, Budgeting, Finance and Accounting is the principal adviser to the Chairperson and the Deputy Chairperson and other members of senior management and staff, on accounting, financial and budgetary matters. The role shall be to support the work of the Commission by leading the development and implementation of effective, responsive and efficient Financial and Budgetary strategies, policies and management systems that are aligned to organisational needs and best practice.

The Director of Programming, Budgeting, Finance and Accounting is a member of the Senior Management Group, in the capacity of a strategic institutional partner, policy advisor, employee advocate and a supporter of change management and performance improvement. The Director also serves as the Financial Controller of the Union and participates in the deliberations Policy Organs, the Commission and other governing bodies as required.

The mandate of the Directorate PBFA is to:

- plan, develop and implement Financial Accounting policies and policy to execute budgetary programmes, Rules, Regulations and Procedures;
- Collects and manages statutory and other funds owed to the African Union;
- Ensure inter-departmental coordination in programming and the budgetary process; and
- Assess the efficiency and effectiveness of programmes in realizing organizational goals and objectives.

## **Tasks**

### 3. Competencies:

#### CORE Competence

##### Building Relationships

- Builds and maintains effective working relationships with others- both internal and outside the organization. Takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies commitment to the AU values.

##### Responsibility

- Sets high standards of performance for self and others. Assumes responsibility and accountability for successfully completing assignments or tasks; self-imposes standards of excellence rather than having standards imposed; demonstrates attention to producing a high quality service; constantly looks for opportunities to improve work processes and results; accomplishes tasks by considering all areas involved; consistently shows concern for all aspects of the job; accurately checks processes and tasks.

##### Learning Orientation

- Values the importance of ongoing learning, and actively seeks out development opportunities and feedback to continually improve professionally and further improve job knowledge.

### Communicating with impact

- Able to express ideas in a clear, concise, and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Asks incisive questions and is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated.

## FUNCTIONAL Competence

### Conceptual Thinking and Problem Solving

- Applies rigorous critical reasoning to key issues to make smart decisions reflecting good judgment.

### Job Knowledge

- Demonstrates the professional, administrative, supervisory, and/or technical knowledge required to perform the job successfully. Serves as a reliable resource for employees and other stakeholders regarding areas of expertise.

### Drive for Results

- Seeks to attain superior results, demonstrating a capacity for sustained effort and persistence in the face of difficulties. Assignments/projects are consistently completed in a timely manner with the desired level of quality and quantity. Follows up on the outcome of work efforts to ensure desired results. Builds trust through integrity, transparency and creating an open and positive environment.

### Innovative and taking initiative

- Encourages and models outside-the-box thinking and innovative problem solving. Identifies and drives continuous improvement initiatives that create value.

## LEADERSHIP Competence

### Strategic Perspective

- Develops a vision for the future of the organisation by taking a long term view, thinking on a broad canvas and anticipating macro trends. Articulates the end results needed and allows people to exercise initiative and discretion without micromanaging.

### Developing Others

- Supports the sustainability of the organisation by actively promoting the development of people as a key priority. Ability to work with an individual or group to set objectives and agenda, generate allegiance to those objectives, and guide and motivate their achievement. Works with employees to establish Personal Development Plans and provides accurate, timely feedback including during performance reviews periods. Enforces standards/rules fairly and consistently and leads with courage.

### Driving Change

- Champions and drives change initiatives. Consults relevant parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to realize change readiness. Responds in a positive and flexible manner to change and uncertainty

### Managing Risk

- Ensures sound corporate governance and effective risk management to protect the organisation and its brand and to encourage entrepreneurial practices within acceptable risk levels. Able to analyze situations fully

and accurately and to reach productive decisions.

### **Requirements**

4. Major duties and responsibilities:

- Promoting sound financial management by ensuring adherence and compliance with International Public Sector accounting standards (IPSAS), the AUC Financial Rules and Regulations, Systems and Procedures and to

seek continuous improvement and cost effectiveness in the delivery of services;

- Responsible and accountable for managing the human resources component of the Directorate of PBFA,
- Providing accurate, reliable and timely accounts of the Union and provision of value adding professional and strategic advice to Member States and internal customers.

Specifically the Director of PBFA shall perform the following duties:

- o Advise the Deputy Chairperson on policy and strategy matters and assist in providing the Commission with financial policy, programming guidelines,

accounting system, budgeting guidelines and assets safeguard systems;

- o Prepare and oversee integrated programmes of overall activities and

projects;

- o Prepare and issue instructions relating to budget preparation;
- o Prepare the programme budget of the Commission and follow up its

implementation;

- o Organize coordination meetings on programming and budgeting;
- o Propose training programmes relating to programme designing, programme coordination, and budget preparation;
- o Manage the Programme Budget of the Commission;
- o Initiate, propose, manage and implement financial policies
- o Develop, maintain financial and accounting rules and procedures;
- o Promote awareness of best practices in financial management and internal financial control systems;
- o Initiate and take necessary actions to collect funds of and for the African Union

- o Control budget execution and process payments; o Invest excess liquidity as authorized;

o Facilitate the conduct of external audit;

o Ensure effective implementation of Financial Rules and Regulations; o Ensure safe custody of all liquid Assets of the Union;

- o Ensure prompt recovery of all receivables owed to the Union;

o Produce periodic financial and budget execution reports and annual financial statements and other specific mission reports, in accordance with Financial Rules and Regulations.

- o Provide technical guidance and ensure efficient functioning of supervised Divisions;
- o Build and maintain good working relations with other Departments/Directorates/Offices and field Missions of the Commission;
- o Develop and maintain regular working relations with appropriate agencies of Member States and partners, and ensure timely collection of contributions from Member States;
- o Ensure overall management of the Directorate: personnel, budget, performance, quality, discipline and training in conformity with relevant rules and procedures in force;
- o Perform any other relevant duties as may be assigned.

5. Educational Qualifications:

Candidates must have at least a Master's degree in Accounting; Finance or

related discipline and Membership of an internationally recognized professional accounting body (CA, CPA, ACCA, CIMA, Expert Comptables etc.)

6. Work experience

Candidates must have at least fifteen (15) years of progressively relevant work experience in Accounting, Finance, Auditing or Financial Management of which at least five (5) years should be in senior management position.

7. Other relevant skills

- Knowledge and implementation skills of International Public Sector Accounting Standards (IPSAS);
- Ability to develop multi annual plans and budgets based on Result Based Management;
- Working with external auditors and ensuring continued improvements in organisations' audits.
- Strong communication and reporting skills with internal and external stakeholders;
- Computer literacy - knowledge of major accounting systems especially SAP - ERP shall be an advantage
- Management experience, excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment;
- Excellent drafting and reporting skills;
- Good planning and organizational skills.

8. Language requirement

Proficiency in one of the AU working languages (English, French, Arabic and Portuguese) is a must. Knowledge of second or all of the other working languages would be an added advantage.

9. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three

(3) years, of which the first twelve months will be considered as probationary period.

Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

#### 10. Gender Mainstreaming

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

#### 11. Remuneration

Indicative basic salary of US \$78,138.00 (D1 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance (\$26,208.00 per annum), education allowance (75% 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.

#### 12. Least Representative Countries

Candidates from the following least represented countries within the AU are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

#### 13. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 1 April 2019.

1. 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.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

Directorate of Administration and Human Resources Management

African Union Commission  
Addis Ababa (Ethiopia)

P.O. Box 3243  
Fax: 00251-11-5525840/5510430

E-mail: [au-recruits@africa-union.org](mailto:au-recruits@africa-union.org)

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters