



VACANCY ANNOUNCEMENT

The African Peer Review Mechanism (APRM) is a Specialised Agency of the African Union and the continent's self-monitoring and peer review tool for the promoting good governance. Launched in 2003, the Mechanism is acceded to voluntarily by African states and exists to create a platform for reviewed states to improve constitutionalism and policy formulation, adoption and implementation. The mechanism establishes best practices and supports member states in monitoring compliance with established African Union standards and principles. These practices and standards are catalysts for transformative leadership needed to achieve political stability, high economic growth, sustainable development and accelerated sub-regional and continental integration. The peer review processes provide a high level platform for experience sharing and promotion of successful best practices including identifying deficiencies and assessing requirements for national capacity building.

In seeking to achieve its objectives, the African Peer Review Mechanism intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The APRM invites applicants who are citizens of AU Member States for the following post:

1. POST

Job Title:	Finance Assistant
Level:	GSA5
Supervisor:	Senior Finance Officer
Directorate:	Corporate Services
Duty Station:	Johannesburg, South Africa

2. JOB PURPOSE:

The Finance Assistant is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial operations. Under the overall supervision of the Senior Finance Officer, the Administration Assistant will be responsible for processing and monitoring payments and expenditures.

3. MAJOR DUTIES AND RESPONSIBILITIES:

- Prepare cash, bank payment vouchers, and journal entries;
- Handle petty cash payments and or purchases;
- Handle all financial matters of the workshops, conferences, seminars and services that will be as assigned by Senior Finance Officer;
- Assist with the balancing the general ledger cards;

- Assist in reconciling and reviewing accounts, ensuring that proper clearance procedures have been followed;
- Assist in the processing of payments to vendors for goods and services including calculating, imputing and checking payments for correctness, communicating any discrepancies to the supervisor;
- Compute staff entitlements and assist in the processing of payments to staff members regarding their entitlements, claims and allowances;
- Maintain administrative support including the discharge of clerical duties, maintenance of files and records etc.;
- Responsible for filing documents;
- Enter accounting data into accounting system;
- Perform other duties as required

4. QUALIFICATIONS:

Candidate must have a college diploma or equivalent in Accounting or Financial Management or other directly related disciplines.

5. PROFESSIONAL EXPERIENCE REQUIRED:

Have at least 5 years relevant experience in accounting or financial management.

6. OTHER RELEVANT SKILLS:

- Have demonstrated administration capabilities;
- Good knowledge of computer based accounting, financial management software;
- Good interpersonal skills and ability to work in a multicultural environment;
- Good computer knowledge including data base systems.

7. LANGUAGE REQUIREMENT:

Be proficiency in English and/or French. Proficiency of one or several other AU working language(s) would be an added advantage.

8. AGE REQUIREMENT:

Candidates must preferably be between 30 and 50 years old.

9. TENURE OF APPOINTMENT:

The appointment will be made on fixed 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.

10. GENDER MAINSTREAMING:

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

11. REMUNERATION:

Indicative basic salary US\$ 14 852 .00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US\$ 13,248.00 per annum),

education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the African Union.

12. APPLICATION PROCESS

Interested parties must submit the following:

- A motivation letter stating reasons for seeking employment with the African Peer Review Mechanism.
- Comprehensive Curriculum Vitae indicating your nationality, age, and gender.
- Three (3) contactable referees who have good knowledge of the candidate's work.
- Certified copies of all academic qualifications

Applications must be sent to: recruitment@aprm-au.org, quoting the job title on the email subject line.

Closing Date 14 February 2017