



## 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:	<b>Senior Finance Officer</b>
Level:	P3
Supervisor:	Head of Finance
Directorate:	Corporate Services
Duty Station:	Johannesburg, South Africa

### 2. JOB PURPOSE:

Under the overall supervision of the Head of Finance, the Senior Finance Officer will be responsible for ensuring the proper financial and accounting management of the APRM resources in accordance with the accounting rules and regulations.

### 3. MAJOR DUTIES AND RESPONSIBILITIES:

- Process financial obligations and payments;
- Monitor operational expenditure budgets across the organisation to ensure the most effective utilisation of financial resources and maintenance of costs within budgets;
- Monitor actual performance against budgets and forecasts;
- Analyse and explain variances and ensure corrective action is taken;
- Ensure that all payments of expenditure are approved by relevant authorities within allocated budget;
- Lead the annual budget compilation process for the organisation;
- Keep proper books of account according to the financial rules and regulations;

- Prepare the mid-term and annual financial reports;
- Manage the financial management information function to ensure the provision of timeous and accurate information;
- Assist with review and development of financial and management systems and policies to ensure sound governance and internal control systems;
- Maintain accurate records of the subventions and grants receipts;
- Oversee the subsistence and travel administration activities of the organisation;
- Manage the insurance portfolio of the organisation;
- Assist the Head of Finance in the preparation of the budget and related implementation reports as well as in the preparation of the office projects to be presented to donors;
- Perform any other assignment, which may be assigned to him/her by the Head of Finance.

4. **QUALIFICATIONS REQUIRED:**

Advanced University degree in Accounting or Financial Management

5. **PROFESSIONAL EXPERIENCE REQUIRED:**

At least 8 years' experience working in accounting office in a government, public, private or international organization;

6. **OTHER RELEVANT SKILLS:**

- Demonstrate professionalism.
- Ability to undertake studies and have analytical skills associated with good decisions
- Excellent interpersonal skills and ability to work in a multicultural environment;
- Good communication skills;
- Excellent reports writing
- Competency in the following computer packages: MS Excel, MS Word, MS PowerPoint; MS Outlook;
- Have working knowledge of the ERP system or an integrated computer system.

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 45 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\$ 35,300.00 per annum plus other related entitlements e.g. post adjustment (57% of basic salary), housing allowance (US\$ 21,196.80per 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](mailto:recruitment@aprm-au.org), quoting the job title on the email subject line.

*Closing Date 14 February 2017*