



**ADVERTISEMENT OF VACANCY N° AFCHPR/2016/06
FINANCE OFFICER (BUDGETING AND CERTIFYING), grade P2
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 31/08/2016)**

The African Court on Human and Peoples' Rights was established by virtue of Article 1 of the Protocol to the African Charter on Human and Peoples' Rights on the establishment of an African Court on Human and Peoples' Rights, adopted on 9 June 1998 and which came into force on 25 January 2004. It is the first continental judicial body charged with the responsibility of ensuring the protection of human and peoples' rights. The Court became operational in 2006 and its seat is in Arusha, in the United Republic of Tanzania.

The African Court on Human and Peoples' Rights invites applications from citizens of African Union Member States for the following position:

1. Post

- Job title: Finance Officer (Budgeting and Certifying)
- Post level: P2
- Supervisor: Senior Finance Officer
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Ensure proper budget management, commitment accounting and the certification of payments in line with the Financial Rules and Regulations of the African Union, the decisions, policies and management procedures established by the Court.

Major Duties and Responsibilities

Under the overall supervision of the Head of Finance and Administration Division and under the direct supervision of the Senior Finance Officer, the Finance Officer (Budgeting and Certifying) will perform the following duties:

- a) Participate in management policy, strategy and procedure development of budgeting, as well as their monitoring and application to enhance management.
- b) Coordinate the preparation, execution and evaluation of the budget and provide necessary assistance to service users.
- c) Monitor budget implementation and determine/recommend reallocation/virement of funds when and where necessary.
- d) Provide adequate answers to questions concerning the cost estimates and implementation of the budget of the Court.
- e) Review all purchase requisitions for goods and services to ensure correct objects of expenditure have been charged, ensuring availability of funds.
- f) Review and make appropriate recommendations with respect to the finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- g) Ensure that all procurements are vetted against respective budget lines and their availability of funds appropriately and to certify the payment of documentations before disbursement of funds.
- h) Prepare regular management reports including monthly management accounts, the monthly status of allotment reports and the quarterly status of allotment reports.
- i) Maintain the fixed asset register of the Court, to coordinate regular stock takes and fixed asset verification.
- j) Ensure that the goods and services provided to the Court are settled, that all outstanding book debts and revenues are adequately justified and that any adjustment is duly authorized.
- k) Ensure the regular reconciliation of all accounting ledgers.
- l) Prepare working documents for budgeting analysis.
- m) Perform any other duties as required.

3. Educational Qualifications

Candidates must have a minimum of a University degree in Finance or Accounting or Business Administration or related disciplines. An advanced University degree or a relevant professional postgraduate diploma in the field will be an added advantage.

4. Work Experience

Candidates must have a minimum of six (6) years relevant professional experience in a similar position, preferably in an international organization.

5. Other relevant skills:

- i) Concentration, accuracy, precision and honesty
- ii) Excellent skills in budgeting and financial management
- iii) Demonstrate professionalism, ability to take initiatives, sense of confidentiality and availability;
- iv) Good organizing, planning abilities and good communication skills
- v) Good team spirit, ability to manage interpersonal relationships and work under minimum supervision
- vi) Excellent drafting skills in one of the African Union working languages;
- vii) Good knowledge of IPSAS;
- viii) Computer literacy and experience in working with computerized accounting systems (preferably ERP-SAP), standard spreadsheet and database programs.

6. Language Requirement

An excellent command of at least one of the African Union (AU) working languages. Knowledge of one or several other AU working languages will be an added advantage.

7. Tenure of Appointment

The appointment will be a regular appointment for a period of three (3) years, the first twelve months of which will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

8. Gender Mainstreaming

The African Court is an equal opportunity employer; qualified women are strongly encouraged to apply.

9. Remuneration

Indicative basic salary of **US\$29,287.00 per annum** plus other related entitlements e.g. **post adjustment (42% of basic salary)**, **housing allowance (1,435.20 US\$ per month)**, **education allowance (75% of school fees up to a maximum of US\$7,800.00 per child per annum to a maximum of four children aged 21 years maximum)**, **spouse allowance (5% of the basic salary)**, **child allowance (US\$250 per annum per child up to four children aged 21 years maximum)**, etc in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

10. Application

To apply, please submit the following:

- i) A letter stating reasons for seeking employment with the Court;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in the Court);
- iii) Names and contact details (including email address) of three referees;
- iv) Certified copies of degree and diplomas.

Applications should be submitted **not later than 31/08/2016** and should be addressed to the postal address or email indicated below:

African Court on Human and Peoples' Rights
P.O. Box. 6274
Arusha, Tanzania
Tel : + 255 732 979506/9
Fax : + 255 732 979503
E-mail : humanresources@african-court.org

NB:

1. Only candidates who meet the requirements for this position will be contacted.
2. Qualified nationals of countries least represented at the Court are encouraged to apply.

Below is a table of the regular professional staff employed at the Court per country as at June 30, 2016:

Distribution per Country	Number
Beninese	2
Burkinabe	1
Burundian	2
Cameroonian	3
Chadian	1
Ethiopian	1
Ghanaian	1
Guinea - Bissau	1
Lesotho	1
Kenyan	2
Malawian	1
Mozambican	1
Rwandese	1
Sudanese	1
Tanzanian	3
Ugandan	2
Zimbabwean	1
<i>Total</i>	25

Please note that due to the limited number of professional posts at the Court, the current quota is fixed at two professional staff members per country. Such number may exceptionally be raised to three if the circumstances so require.