



**ADVERTISEMENT OF VACANCY N° AFCHPR/2016/04
PROJECT FINANCE AND ADMINISTRATION OFFICER, P2
FIXED-TERM EMPLOYMENT
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date: 10/07/2016)**

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: Project Finance and Administration Officer
- Post level: P2
- Supervisor: Senior Finance Officer
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Assist in managing the budget, financial operations, accounting and administrative affairs of the European Commission (EC) support Programme - PANAF and other assigned finance and accounting duties, in conformity with the African Union Financial Rules and Regulations, the decisions, policies and management procedures laid down 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 Project Finance and Administration Officer will perform the following duties:

- a) Assist and advise on the effective management of the European Union Support Programme in the areas of budgeting, accounting, finance and programme administration.
- b) Coordinate the preparation of the EU Support Programme budgets and provide necessary assistance to programme implementation officers;
- c) Monitor the EU Support Programme budget execution ensuring budget lines, timelines and authorized disbursement levels operate;
- d) Ensure the smooth implementation of overall project accounting activities, including, timely and accurate bank reconciliations, invoicing, monitoring of expenditure levels against budget and funding obligations, financial projections and submission of monthly financial returns.
- e) Monitor closely the smooth implementation of the Annual Work Plan (AWP) of the support programme and ensure and coordinate the timely production of the programme Narrative Report and Financial Report.
- f) Regularly prepare and present financial reports, analysis and recommendations concerning relevant financial issues.
- g) Facilitate timely, accurate month-end closing, cash request and cash reconciliations
- h) Maintain control over the project filing systems to ensure complete and organized accounting files, especially with regards to original procurement documents, suppliers' and service providers documents.
- i) Engage in the management of suppliers, settlement of transactions relating to goods and services acquired under the regular budget as well as donor programmes including:
 - Verification of disbursement and accounting documents against approved financial and procurement procedures;
 - Follow-up of the proper execution of work under the Support Programme;
 - Processing of purchase transactions to the suppliers module of Pastel Accounting System including maintaining monthly supplier records and reports;
 - Preparation of regular supplier reconciliations by comparing supplier statements to the pastel supplier ledgers in accordance with agreed payment procedures;
 - Preparation of supplier remittance advises as a way of initiating payments to the Court's suppliers;
 - Management and resolution of all supplier related queries and disputes.
- j) Perform various accounting, non-accounting and ledgers reconciliations as assigned by the Supervisor;

- k) Prepare monthly Value Added Tax returns for submission to the Ministry of Foreign Affairs and the Tanzania Revenue Authority;
- l) Provide assistance with internal and/or external audit requirements
- m) Assume all administrative tasks related to the Support Programme management, among others:
 - Prepare contracts, various correspondence, travel documents, periodic management reports and, draft minutes of meetings;
 - File all documents and manage all records relating to the EU Support Programme including correspondences;
- n) 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 (including good knowledge of ERP-SAP).

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

Appointment to this post shall be based on a Fixed Term contract for a period of one year. Thereafter, the contract may be renewed for the same period subject to satisfactory performance and availability of funds.

8. Gender Mainstreaming

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

9. Remuneration

The overall salary for this post shall be **US\$ 73,743.75 (grade P2, step 5 International)** per year for internationally recruited staff, and **US\$ 59,879.72 (grade P2, step 5 Local)** for locally recruited staff. This global salary includes all allowances.

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 10/07/2016** 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: Only candidates who meet the requirements for this position will be contacted.