



**ADVERTISEMENT N° AFCHPR/02/2017**  
**ASSISTANT ACCOUNTANT, GRADE GSA5**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**(Closing date: 28/05/2017)**

The Court 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. The Protocol came into force on 25 January 2004. The Court is the first continental judicial body charged with 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 Court invites applications from citizens of African Union Member States for the following position:

**1. Post**

- Job title: Assistant Accountant
- Post level: GSA5
- Supervisor: Senior Finance Officer
- Directorate: Registry of the Court
- Duty station: Arusha

**2. Job Purpose**

Assist the Finance Unit in the preparation of financial documents such as Payments vouchers, Journal Vouchers, analysis of Supporting Documents and other financial records for entry into financial software and assist in the preparation of budgets, budget execution monitoring and production of various financial reports in an accurate and efficient manner.

***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 Assistant Accountant will perform the following duties:

- i) Ensure proper handling and timely preparation of accounting documents (memo received, DV, AV etc.) and ensuring that all expenditures approved for payment have been provided for in the approved budget;

- ii) Assist to maintain and generate accurate financial records, in line with the approved accounting standards, guidelines, AU Financial Rules and regulations ;
- iii) Maintain accounting databases by ensuring timely posting of transactions into the accounting software and processing necessary backups ;
- iv) Analyse all financial supporting documents received and ensure their proper filling;
- v) Ensure timely submission, collection and filling of all receipts from suppliers and service providers paid by the Court;
- vi) Prepare monthly bank reconciliation statements for the Court bank accounts;
- vii) Safeguard of all vouchers including supporting documents for review by both internal and external auditors;
- viii) Assist in the preparations of the Court financial reports and Year End Financial statements;
- ix) Analyse the General Ledger accounts, and initiate all necessary corrections and adjustments;
- x) Provide any necessary support to the Finance Officers and the Senior Finance Officer;
- xi) Perform any other related duties as may be assigned.

### **3. Educational Qualifications**

Candidates must have a minimum of an Advanced Certificate of Secondary Education and a Diploma in Accounting or in Finance or in related disciplines. A higher qualification in the requested field will be an added advantage.

### **4. Work Experience**

Candidates must have a minimum of five (5) years relevant professional experience in a similar position, preferably in an international organization.

### **5. Other relevant skills:**

- i) Good knowledge of the African human rights system;
- ii) Demonstrable professionalism;
- iii) Concentration, accuracy, and working under minimum supervision;
- iv) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;

- v) Good communication, planning and organizational skills;
- vi) Respect for confidentiality and good public relations;
- vii) Excellent knowledge of international organizations;
- viii) Attention to detail
- ix) Computer literacy.

## **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\$ 14,852.00 per annum** plus other related entitlements **e.g. post adjustment, housing allowance, education allowance, etc.)** in accordance with the Rules and Regulations governing International Civil Servants of the African Union.

## **10. Applications**

To apply, please submit the following:

- i) A letter stating reasons for seeking employment with the African Court on Human and Peoples' Rights;
- ii) A detailed and updated CV, indicating your nationality, age and gender (comply with requirements for candidates wishing to apply for posts in African 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 28/05/2017** 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](mailto:humanresources@african-court.org)**

NB: Only candidates who meet the requirements for this position will be contacted.