



RE-ADVERTISEMENT OF VACANCY N° AFCHPR/2015/05
HEAD OF FINANCE AND ADMINISTRATION DIVISION, P5
AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
(Closing date extended to: 31/01/2016)

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: Head of Finance and Administration Division
- Post level: P5
- Supervisor: Deputy Registrar
- Directorate: Registry of the Court
- Duty station: Arusha

2. Job Purpose

Ensure the development and implementation of financial, accounting, budgetary and administrative management policies, strategies and procedures, optimize the use of human resources and provide the Court with the required protocol and security services.

Major Duties and Responsibilities

Under the overall supervision of the Registrar of the Court, and under the direct supervision of the Deputy Registrar, the Head of Finance and Administration Division will perform the following duties:

- i) Develop management policies, strategies and procedures, monitor their implementation, review their relevance and take appropriate measures to optimize management of resources of the Court.
- ii) Coordinate and supervise the preparation, implementation and monitoring of the budget of the Court.
- iii) Coordinate and supervise all accounting transactions, the periodic production of management accounts and financial statements, activity reports and programme management reports.
- iv) Promote best management systems and practices, develop internal controls, as well as ensure transparency and the obligation to justify expenditure.
- v) Ensure the proper application of the Financial Rules and Regulations, Staff Regulations and Rules of the African Union and policies and procedures of management established by the Court.
- vi) Oversee the timely payment of salaries, allowances, entitlements to members and Staff of the Court, payments to suppliers and other service providers, leveraging suitable technology and simplifying accounting processes.
- vii) Liaise and consult with oversight bodies (the Board of External Auditors, African Union Commission and the Court's Offices of Internal Audit Services), ensure implementation of their recommendations as appropriate through recommendations for changes in policy and/or work procedures.
- viii) Ensure and guarantee the optimal management of human resources of the Court, among others, organize efficient actions of recruitment, training, annual performance evaluation and administrative staff, in order to have continuously competent and motivated staff.
- ix) Coordinate and oversee the management of procurement, stores, travel and transport services of the Court in accordance with AU procedures, financial rules and regulations.
- x) Oversee and coordinate the activities of administrative services, protocol services and security services in order to provide required services to the Court.
- xi) Oversee the delivery of the required IT services to the Court.
- xii) Coordinate and direct the day to day work and activities of the entire Division.
- xiii) Oversee the implementation of an Enterprise Resource Planning – Systems Applications and Products (ERP-SAP) within an Integrated Management Information System at the Court.
- xiv) Oversee the implementation of IPSAS (International Public Sector Accounting Standards) at the Court.
- xv) Perform any other duties as required.

3. Educational Qualifications

Candidates must have a minimum of a University Master's degree in Accounting or in Finance or in Management or in related fields. A relevant qualification in Human Resource Management or in Administration or in related fields, or a relevant professional qualification in Finance or in Accounting will be an added advantage.

4. Work Experience

Candidates must have a minimum of ten (10) years relevant professional experience in a similar position, preferably in an international organization. Having experience in public relations, procurement, transport and/or security issues will be an added advantage.

5. Other relevant skills:

- i) Demonstrate professionalism and leadership abilities;
- ii) Strong analytical skills, ability to take initiatives and to direct;
- iii) Concentration, accuracy, and working under minimum supervision;
- iv) Respect for confidentiality and good public relations;
- v) Capacity to manage a multicultural team;
- vi) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- vii) Excellent drafting skills in one of the African Union working languages;
- viii) Good planning, managing and organizational skills;
- ix) Good knowledge of IPSAS;
- x) 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

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\$47,829.00 per annum** plus other related entitlements e.g. **post adjustment (42% of basic salary), housing allowance (1,766.40 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 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

The closing date for submission of applications, initially set as 10/10/2015 has been extended to 31/01/2016

NB:

1. Candidates who recently applied for this position do not need to reapply. Their applications will be considered during the shortlisting process.
2. Only candidates who meet the requirements for this position will be contacted.

3. 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 December 1, 2015:

Distribution per Country	Number
Benin	1
Burkina Faso	1
Burundi	1
Cameroon	3
Chad	1
Ethiopia	1
Ghana	1
Guinea	1
Kenya	2
Malawi	2
Mozambique	1
Rwandan	1
Sudan	1
Tanzania	3
Uganda	2
Zimbabwe	1
<i>Total</i>	23

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.