



**ADVERTISEMENT OF VACANCY N° AFCHPR/2019/01**  
**ASSISTANT ACCOUNTANT, GRADE GSA 5**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**(Closing date: 15/10/2019)**

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 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 Court invites applications from citizens of African Union Member States for the following position:

**1. Post**

- Job title: Accountant Assistant (Finance and Accounting)
- Post level: GSA5
- Supervisor: Senior Finance Officer
- Division : Finance and Administration Division
- Duty station: Arusha

**2. Job Purpose**

Help carry out day-to-day finance and accounting activities.

***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 Accountant Assistant (Finance and Accounting) will perform the following duties:

- a) Posting of various financial transaction in the SAP system and perform necessary General ledger reconciliations.
- b) Preparation of payments and ensure proper filling and custody of all payment documents.
- c) Handling of office Petty Cash.
- d) Assist in carrying out monthly bank reconciliations.

- e) Assist in the verification of various financial transactions.
- f) Preparation and follow up of the Organisation VAT refunds.
- g) Engage in preparation of various financial reports
- h) Engage in Internal and external Audit exercises..
- i) Perform any other duties as required.

### **3. Educational Qualifications**

Candidates must have an Advanced Certificate of Secondary Education and a Diploma in Accounting or in Finance or in related disciplines or an equivalent. 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) Demonstrate professionalism abilities
- ii) Concentration, accuracy, and working under minimum supervision;
- iii) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment
- iv) Good communication, planning and organizational skills;
- v) Respect for confidentiality and good public relations;
- vi) Excellent knowledge of international organizations;
- vii) 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 would 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\$ 15,758.00 per annum plus other related entitlements e.g. post adjustment (42% of basic salary), housing allowance (US\$1,401.12 per month), education allowance (100% of the school fees up to a maximum of US\$10,000.00 per child per annum to a maximum of four (4) children of up to 21 years maximum), spouse allowance (5% of the basic salary, child Allowance (US\$ 250 per annum per child up to four (4) children aged 21 years maximum, 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 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 October 15, 2019 and should be addressed to the postal address or email indicated hereunder:

**African Court on Human and Peoples' Rights**  
**P.O. Box. 6274**  
**Arusha, Tanzania**  
**Tel : + 255 27 2970 430/431/432/433/434**  
**E-mail: [humanresources@african-court.org](mailto:humanresources@african-court.org)**