



**ADVERTISEMENT OF VACANCY N° AFCHPR/2016/05**  
**SENIOR AUDIT OFFICER, grade P3**  
**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**(Closing date: 31/08/2016)**

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: Senior Audit Officer
- Post level: P3
- Supervisor: President of the Court
- Directorate: Office of the President
- Duty station: Arusha

**2. Job Purpose**

Handle all audit activities of the Court to ensure that resources are utilized and accounted for in line with the Financial Rules and Regulations, the Staff Rules and Regulations of the African Union, the Procurement Procedures, the decisions, policies and management procedures laid down by the Court.

***Major Duties and Responsibilities***

Under the direct supervision of the President, the Senior Audit Officer will perform the following duties:

- a) Develop an overall audit strategy taking account of the available resources, the priority objectives of the Court, the findings of the Board of External Auditors, the Internal Audit of the African Union Commission (AUC) and other programme external auditors and the Court's internal risk assessment.

- b) Develop and execute the Annual Internal Audit Plan of the Court through consultation with the Office of Internal Audit of the AUC with a view to ensure appropriate coordination of internal audit work within the Union.
- c) Ascertain that the system of internal control at the Court promotes the efficient and effective use of resources.
- d) Carry out operations to ensure and assure compliance, regularity, completeness and accuracy of transactions, accounts and procedures of the management of the Court.
- e) Ascertain that the system of internal control operates to ensure that the assets of the Court are properly controlled and safeguarded from the risks.
- f) Ascertain that there are adequate controls to ensure reliability of accounting, financial and administrative data for producing accounts, financial, statistical and other returns.
- g) Prepare, plan and supervise the conduct of internal audit missions according to professional auditing standards.
- h) Identify, evaluate and test internal control systems and methods to determine their adequacy, validity and efficiency, ensuring compliance with policies and procedures, accomplishment of management's objectives, reliability and integrity of information and economical use of resources of the Court.
- i) Come up with audit findings, discuss them and agree with the heads of Units audited on recommendations and the time limit required for corrective actions as well as ensure implementation of agreed recommendations.
- j) Coordinate the execution of all periodic missions of external audit and AUC internal audit to the Court, to ensure the implementation and evaluation of agreed recommendations.
- k) Participate in the development of the risk Register of the Court as a tool for risk management.
- l) Monitor the status of implementation of audit recommendations and appraise adequacy of follow-up action taken on audit findings and recommendations.
- m) Maintain and update the Court's audit programs and method.
- n) Prepare audit/mission reports for the Court.
- o) Manage the resources allocated to its service and assess the work of the service staff of the internal audit.
- p) Perform any other duties as required.

### **3. Educational Qualifications and Work Experience**

- Candidates must have a minimum of a University Master's degree in Accounting or Finance Management or Business Administration or related discipline and seven (7) years of relevant professional experience in the practice of accounts auditing or audit operation.
- Candidates with University Bachelor's degree in Accounting or Finance Management or Business Administration or related discipline provided they have ten (10) years of relevant work experience in the practice of accounts auditing or audit operation.
- A relevant professional certificate and affiliation to a relevant professional body will be an added advantage.

### **4. Other relevant skills:**

- i) Demonstrate professionalism and leadership abilities;
- ii) Concentration, accuracy, and working under minimum supervision;
- iii) Respect for confidentiality and good public relations;
- iv) Excellent interpersonal skills and ability to work under pressure in a multi-cultural environment;
- v) Good communication, planning, managing and organizational skills;
- vi) Excellent drafting and reporting skills;
- vii) Excellent knowledge of international organizations;
- viii) Computer literacy and experience in working with computerized accounting systems (preferably SAP), standard spreadsheet and database programs.

### **5. 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.

### **6. Tenure of Appointment**

The appointment will be a regular appointment for an initial 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.

## **7. Gender Mainstreaming**

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

## **8. Remuneration**

Indicative basic salary of **US\$35,300.00 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.

## **9. 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](mailto: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.