
VACANCY ANNOUNCEMENT: FINANCE OFFICER, A2DSRH PROGRAMME - VA/AUDA-NEPAD/24/48

The African Union (AU) established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

NEPAD Agency has transformed into the African Union Development Agency. The aim of the African Union reforms is to streamline and improve effectiveness and efficiency in delivering the implementation of AU decisions, policies and programmes across all AU organs and institutions. One of the recommendations of the reforms is to transform the technical body of the AU, the NEPAD Agency into the African Union Development Agency (AUDA-NEPAD). The decision was made during the 31st Ordinary Session of the Assembly of African Union Heads of State and Government in Nouakchott, Mauritania, African Heads of State and Government, in July 2018.

AUDA-NEPAD is an African-owned and led continental agency, spearheading Agenda 2063. The decision on the African Union Development Agency is an affirmation by Member States of their commitment to own an instrument that will champion development support to countries and regional bodies in advancing their priorities through the implementation of Agenda 2063.

1. To coordinate and execute priority regional and continental projects to promote regional integration towards the accelerated realisation of Agenda 2063;
2. To strengthen capacity of African Union Member States and regional bodies;
3. To advance knowledge-based advisory support,
4. To undertake the full range of resource mobilisation, and
5. To serve as the continent's technical interface with all Africa's development stakeholders and development partners

Based on the **Host Agreement between the Government of the Republic of South Africa and the African Union for AUDA-NEPAD to serve as the interim AU Office Operating outside the African Union Headquarters**, AUDA-NEPAD invites applicants who are citizens of African Union Member States for the following position:

A. Post

Job Title: Finance Officer – A2DSRH Programme
Position Level: P1
Duty Station: Johannesburg, South Africa
Supervisor: Senior Finance Officer- Grants & Budget

B. Key Performance Areas

The A2DSRH initiative, led by AUDA-NEPAD, aims to harness Africa's demographic potential through focused interventions in sexual and reproductive health (SRH). This key program supports the promotion and coordination of SRH policies across the continent, aligning with Agenda 2063 to enhance health outcomes and foster sustainable development in Africa.

By integrating efforts from various complementary programs, A2DSRH is dedicated to developing sustainable institutional capacities across African nations. This involves bolstering existing technical and operational capabilities within African institutions, enabling them to serve as essential partners in implementing this continent-wide initiative.

Finance Officer will provide expert support to the A2DSRH programme through grants and budget management, project audit, financial reporting, processing of payments and settlement advances, bank & accounts reconciliations and disbursement of funds to implementing entities (pilot countries and RECs) and contributes to the smooth running of the grants administration.

Key Responsibilities; The incumbent will:

Budget and work Plan:

- Prepare costing of proposal for resource mobilization
- Prepare budget of project for approval by policy organs
- Develop annual work plan and cash flow forecast.
- Monitor the performance of fund flow of the Projects and ensure that timely replenishments are made to implement the project's planned activities.
- Upload budget on financial management software and reporting tool
- Release and reallocate budget in consultation with project managers, directorates and head of finance.
- Maintain strong internal control systems on budget utilization and ensure that funds are utilized for intended purpose.

Accounting, Reporting & Audit:

- Prepare monthly, quarterly budget execution report with detail variance analysis and financial report for internal and external stakeholders on AD2SRH.
- Recognize income from development partners.
- Prepares timely reconciliation of all accounts payable and accounts receivable transactions and make sure that long outstanding balances are cleared
- Prepare monthly bank reconciliations.
- Update grants database master data
- Undertake due diligence of sub-grantees and provide trainings to sub-grantee.
- Disburse funds to sub-grantees, processing of payments and settlement of advance on accounting software.
- Review transactions of projects for compliance with AUDA-NEPAD financial policies, systems, processes and procedures in accordance with AU financial policies, rules and controls
- Ensure that treasury activities including bank transfers, beneficiary details and exchange rates are accurately maintained
- Prepare project accounts for internal and external audit.
- Follow up on implementation of audit recommendations.

- Reconcile project account balances and resolve any discrepancies.
- Provide project managers, officers and directorates management report and advise on compliance, internal control systems and financial management and disbursement procedures.
- Maintain information flow between finance and respective offices in order to effectively link the program results to expenditures.
- Document all project reports, grants and financial information systematically.
- Perform any other relevant duties as may be assigned.

C. Required Skills and Competencies

- Experience in Managing Donor Funded projects.
- Expert in Accounting, banking, budgeting and Financial Management
- Good understanding of accounting principles, standards and Familiar with IPSAS (ACCA, CPA, CIMA are added advantages)
- Experience in Projects audits, risk management and internal control.
- Good understanding of treasury management and liquidity management
- Excellent customer service skills and Interpersonal as well as a good understanding of office practices and procedures.
- High level of integrity and accountability, flexible approaches to work coupled with enthusiasm and commitment.
- Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- Able to work under minimal supervision, be proactive, initiative and with sound judgment.
- Excellent communication and writing skills.
- High level of accuracy, attention to detail and thoroughness.
- Maintain confidentiality at the highest level at all times.
- Creative thinking and problem-solving skills.
- Good analytical, planning and organizational skills
- Proficiency in use of computers applications, MS Office especially MS Excel and SAP ERP.
- Proficiency in one of the AU official working languages (French, English, Portuguese, Arabic or Spanish) and fluency in another AU language(s) is an added advantage

D. Education and Experience:

A minimum of bachelor's degree in accounting, banking financial management or a related field. One (1) years of progressive responsibility in a busy finance office within an international or multinational organisation.

E. Language requirement: Proficiency in one of the following African Union working languages is a requirement; English, French, Portuguese, and Arabic. Knowledge of one or more of the other AU working languages would be an added advantage.

F. Tenure of Appointment: The appointment will be made on an AU Fixed-term contract for a period of two (2) years, of which the first three (3) months will be considered as a probationary period. This will be renewable subject to satisfactory performance and availability of funds.

G. Gender Mainstreaming: The African Union Development Agency is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.

H. Remuneration: Indicative basic salary of US\$28,976.97 per annum plus other entitlements e.g., Post Adjustment (57% of basic salary), Housing allowance (\$21,832.68 per annum), gratuity (15% of gross salary) in conformity with the rules and

procedures applicable to internationally recruited staff of the African Union.

- I. **Applications** should be forwarded utilising "Arial" font 11.5: To apply, please submit the following:
 - a. A motivation letter stating reasons for seeking employment with the African Union Development Agency
 - b. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age, and gender.
 - c. Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax, and e-mail addresses.
 - d. Certified copies of degrees and diplomas

Applications must be received not later than **Monday, 16 September 2024**.

Click the link to apply: https://e-recruitment.nepad.org:44310/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand

Please note that only shortlisted candidates will be contacted.

If you face challenges during profile creation or application, log your problem to audahiring@nepad.org.

The African Union Development Agency (AUDA-NEPAD) is a vision and strategic framework for Africa's renewal that is based on a shared understanding that it is imperative to eradicate poverty and position African countries on the road to sustained economic growth and development. AUDA-NEPAD works closely with the African Union Commission (AUC), regional economic communities, national governments, research institutions and civil society organizations in its efforts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org