
VACANCY ANNOUNCEMENT: FINANCE ASSISTANT – GRANTS VA/AUDA-NEPAD/24/55

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 the 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, 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 Agency hereby invites applicants who are citizens of African Union Member States for the following position:

A. Post

Job Title:	Finance Assistant Grants
Position Level:	GSA5
Duty Station:	Johannesburg, South Africa
Supervisor:	Senior Finance Officer- Grants & Budget

B. Key performance areas

Under the supervision of the Senior Finance Officer- Grants & Budget the Finance Assistant, Grants role is to provide financial management services in managing the grants and contribute to the smooth running of the grants administration.

Specifically, the incumbent will:

1. Check and process payments and disbursements for projects.
2. Process receivable invoices and ensure that all receivables are cleared.
3. Track expense allocations and process intercompany requests and journals.
4. Assist the supervisor in reconciling partner-deferred income balances and reconciling them with available project cash.
5. Prepare financial reports to development partners.
6. Reconcile monthly bank Reconciliation for projects and follow up for non-reconciled items.
7. forecast for cash requirements and request for replenishment of funds.
8. Update financial data on the SAP system and prepare monthly journals, including intercompany transfers.
9. Reconcile project fund balances and resolve any discrepancies.
10. Respond to queries from the project team.
11. File all project reports, grants and financial information systematically.
12. Prepare the necessary documentation required for audit purposes.
13. Perform any other relevant duties as may be assigned.

C. Job requirements

Required Skills and Competencies

- I. Experience in the financial management of projects financed by development partners such as EU, GIZ, BMGF, AFDB and the World Bank.
- II. A good understanding of Accounting Standards and reporting frameworks such as IPSAS (ACCA, CIMA, and CPA are added advantages).
- III. Excellent customer service and interpersonal skills as well as a good understanding of office practices and procedures.
- IV. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm and commitment.
- V. Ability to perform multiple tasks and work under pressure with various individuals and institutions.
- VI. Able to work under minimal supervision, be proactive, initiative and with sound judgment.
- VII. Excellent communication and writing skills.
- VIII. High level of accuracy, attention to detail and thoroughness.
- IX. Maintain confidentiality at the highest level at all times.
- X. Creative thinking and problem-solving skills.
- XI. Good analytical, planning and organisational skills
- XII. Proficiency in the use of computer applications, MS Office, especially MS Excel and SAP ERP.

D. Education and Experience:

Minimum of a college diploma in Accounting, Finance, Banking and Commerce with a minimum of five (5) years progressive working experience in a busy finance or accounting

function within the public sector, multilateral institutions, international, non-governmental or similar organizations nationally, regionally and / or internationally.

- 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 Placement:** 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.
- G. Gender Mainstreaming:** AUDA-NEPAD is an equal opportunity employer and qualified female candidates are strongly encouraged to apply.
- H. Application:** To apply, please submit the following:
- a. A motivation letter stating reasons for seeking employment with AUDA-NEPAD.
 - 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.
- I. Remuneration:** Indicative basic salary of US\$19,701.71 per annum plus other entitlements e.g., Post Adjustment (57% of basic salary), Housing Allowance (\$16,813.44 per annum), gratuity (15% of gross salary) in conformity with the rules and procedures applicable to the internationally recruited staff of the African Union to internationally recruited staff of the African Union
- I. Applications** must be received not later than **Monday, 23 September 2024.**

Click to register and 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

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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 organisations in its attempts to eradicate poverty in Africa whilst also voicing Africa's concerns at the global level. For more information go to: www.nepad.org.