



JOB ADVERTISEMENT

JOB TITLE: FINANCE OFFICER – BUDGETING (EC PROJECT)

REF: PAP/EC/02/2012

The Pan-African Parliament (PAP) was established as an organ of the African Union to ensure full participation of the peoples of Africa in governance and economic integration of the continent. PAP currently exercises advisory and consultative powers though the ultimate aim is for it to evolve into a fully fledged legislative organ whose members would be elected by universal adult suffrage.

In seeking to achieve this objective, the Pan African Parliament intends to strengthen its capacity to deliver by operationalizing its processes and structures and therefore invites applicants who are citizens of Member States of the African Union for the following position to be funded under the EC programme budget.

POST DETAILS	
POST TITLE	Finance Officer (Budgeting)
POST LEVEL	P2-5
ORGANISATION	Pan-African Parliament
LOCATION	Midrand, Johannesburg, Republic of South Africa
IMMEDIATE SUPERVISOR	Head of Finance Division

Duties and Responsibilities:

The key responsibilities for this post are:

- To develop a system of budgeting and execution of funds according to AU financial rules and regulations
- To transfer the knowledge to other staff member of the parliament and train them on adopting the new system
- to maintain the budget of the parliament including operational and program budget,
- allocate all expenditure to the budget line of each cost centre,
- verify the budget codes to finance department and superiors, prepare the budget performance reports monthly and annually,

- be a focal point among other departments for budget preparation, prepare and budgeting for all projects and mission in advance and alert the superior of any fund or resources shortfall
- Liaise with other s to prepare the budget and provide a full report on this process.
- Update all decision makers about status of allotment periodically and clarify any budget misallocation with other team members.
- Insure that the financial rules of the AU are implemented correctly and allocated accordingly.
- Assist on any Ad-hoc work required by superior when required and related to this post.

Educational Requirements

- Bachelor's Degree in Accounting or Finance is required. A professional qualification such as CIA, CPA, and CA, ACCA, CIMA or equivalent from a recognized institution will be an added advantage.
- At least 5 years of relevant working experience in Finance area.
- A good knowledge of the SAP integrated financial management system, with particular reference to providing Financial Operational services.
- Able to work in multicultural setting and a good team spirit;
- Good communication and computer skills.

Tenure of Appointment: The appointment will be made on a short term contract for a period of eleven (11) months renewable provided positive performance evaluation and availability of funds. This contractual offer is on project condition and does not constitute to regular employment within the structure of the Pan-African Parliament.

Language requirement

Fluency in English and French is required; working knowledge of other AU language is highly desirable.

Age requirement

Candidates must preferably be between 28 and 45 years old.

Gender Mainstreaming

The PAP is an equal opportunity employer and qualified women and men are strongly encouraged to apply.

Application: To apply, please submit the following:

- A letter stating reasons for seeking employment with the PAP;
- A detailed and updated CV, indicating your nationality, age and gender;

- Names and contact details (including e-mail addresses) of three references;
- Certified copies of degrees, diplomas and other academic certificates

Remuneration: As per AU rate for short term contractual staff at the level of P2-5, applicable to Johannesburg.

Applications must be received not later than **May 04, 2012**, and should be addressed to:

**Clerk of Parliament
Pan-African Parliament
Gallagher Estate
Private Bag X16
Midrand 1685
Johannesburg
Republic of South Africa
Fax: +27 11 545 5138/6
E-mail: pap-recruits@panafricanparliament.org**

Only shortlisted candidates will be contacted