

PAN-AFRICAN PARLIAMENT



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JOB ADVERTISEMENT

REF: PAP/EC/01/2012

JOB TITLE: SENIOR FINANCE OFFICER (EC PROJECT)

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	Senior Finance Officer
POST LEVEL	P3-5
ORGANIZATION	Pan-African Parliament
LOCATION	Midrand, Johannesburg, Republic of South Africa
IMMEDIATE SUPERVISOR	Deputy Clerk (FAIR)
FUNDING	European Union

Duties and Responsibilities

Within delegated authority and under the guidance and direction of the Deputy Clerk Finance and Administration, the Senior Finance Officer provides advice and support in the delivery of the full range of financial and budgetary management services. In particular, the Senior Finance Officer will:

1. Prepare input and supporting documentation for Budget of Parliament;
2. Prepare financial reports for inclusion in the Parliament's Financial Statements;
3. Prepare financial reports for the operation and programmes of the Parliament;
4. Ensure effective monitoring and control of income and expenditure

5. Certify payments and receipt batches prepared and verified by Accounts Assistants;
6. Oversee payroll operations;
7. Manage bank accounts, deposits and investments;
8. Ensure consistent application and interpretation of African Union's Financial Rules and Regulations, implementation of efficient internal control systems and maintenance of all relevant records;
9. Ensure financial and budgetary policies and processes are updated, streamlined and documented and provide advice on best practices;
10. Identify budgetary, accounting or other financial irregularities, problems or issues and resolve them in a timely and effective manner;
11. Develop financial performance reports and analysis, including reports to donors and members;
12. Respond to inquiries and provide guidance and advice on budgetary and financial policies, procedures and systems, including donor fund management;
13. Provide information needed to respond to internal/external audit findings, as required;
14. Supervise and appraise work of Finance Officers and assistant accountants of the Division;

Qualifications and Competencies

1. Advanced University degree in Accounting or Financial Management is required. Professional qualification such as Certified Public Accountant (CPA) or Chartered Accountant (CA) is desirable.
2. Minimum of 8 years of progressively responsible experience in accounting, budgeting and financial management systems;
3. Experience with payroll operations and knowledge and familiar with SAP Financial Management Systems is also highly desirable
4. Solid knowledge of financial and accounting practices and principles;
5. Supervisory experience is required;
6. Should be able to work in multicultural setting and a good team spirit;
7. Have good computer skills;

Tenure of Appointment: The appointment will be made on a term contract for a period of 11 months, the first six (6) months of which shall be on probation. It could be renewable subject

to satisfactory performance 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 30 and 50 years old.

Gender Mainstreaming

The PAP is an equal opportunity employer and qualified women 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 P3-5, 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**

E-mail: pap-recruits@panafricanparliament.org

Only shortlisted candidates will be contacted