



African Union



NEPAD Planning and  
Coordinating Agency (NPCA)

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P.O. Box 1234  
Halfway House 1685  
Midrand, Johannesburg  
South Africa

## **VACANCY ANNOUNCEMENT: SENIOR PROGRAMME FINANCE OFFICER - NO.VA/NPCA/12/02**

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 14<sup>th</sup> AU Assembly of February 2010 as the technical body of the African Union, in replacement of the NEPAD Secretariat.

The mandate of the NEPAD Agency is to:

- i. Facilitate and coordinate the implementation of continental and regional priority programmes and projects;
- ii. Mobilise resources and partners in support of the implementation of Africa's priority programmes and projects;
- iii. Conduct and coordinate research and knowledge management;
- iv. Monitor and evaluate the implementation of programmes and projects; and
- v. Advocate on the AU and NEPAD vision, mission and core principles/values.

The offices of the NEPAD Agency are located in Midrand, Johannesburg, South Africa

Based on the **Host Agreement between the Government of the Republic of South Africa and the African Union for NEPAD to serve as the interim AU Office Operating Outside the African Union Headquarters**, the NEPAD Planning and Coordinating Agency invites applicants who are citizens of African Union Member States for the post of **Senior Programme Finance Officer**.

### **A. Post**

**Job Title:** Senior Programme Finance Officer  
**Position Level:** P3  
**Duty Station:** African Biosafety Network Expertise (ABNE), Burkina Faso  
**Supervisor:** Director, African Biosafety Network Expertise (ABNE)



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## **B. KEY PERFORMANCE AREAS**

Under the supervision of the Director, African Biosafety Network Expertise (ABNE) or his/her delegate, The Senior Programme Finance Officer will work across multiple ABNE domains and will be responsible for ensuring the conduct of ABNE activities is in compliance with currently approved policies and procedures. The areas of his/her engagement will include financial oversight and reporting. Specifically, the incumbent will:

1. Carry out financial, statistical and cost accounting analyses in order to provide financial statements and managerial reports for use in internal and external decision making and planning.
2. Assist in the design and development of financial and information systems.
3. Develop a wide variety of financial statements and managerial reports, including recommendations and proposals by performing complex statistical, financial and cost accounting analysis.
4. Conduct analytical and theoretical non-routine studies to assist in developing accounting policies, procedures, and records.
5. Create budgets based on review of work plan activities.
6. Assist in the interpretation, compliance, review and development of AU financial polices procedures and practices.
7. Analyze financial operations as requested in order to evaluate alternative courses of action and recommend corrective action.
8. Assist the Director in providing appropriate feedback to Programme Officers regarding performance and corrective actions on programmatic and financial matters so as to enhance better performance of ABNE, especially on training workshops.
9. Participate in the development and review of ABNE work plans, budgets and reports for submission to NEPAD Agency Head Office and the development partners.
10. Perform other related duties as may be assigned.

## **C. Job requirements**

### **Required Skills and Competencies**

- i. Excellent technical competence in financial management, cost analysis, statistical analysis and budgeting.
- ii. Excellent communication, writing and editing skills.
- iii. Ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions.
- iv. Able to work under minimal supervision, be proactive, initiative and with sound judgment.
- v. High level of accuracy, attention to detail and thoroughness.



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- vi. Maintain confidentiality at the highest level at all times.
- vii. High level of integrity and accountability, flexible approaches to work coupled with enthusiasm, commitment and energetic.
- viii. Ability to leverage limited resources and staff for maximum impact.
- ix. Creative thinking and problem solving skills.
- x. Good organisation, planning and time management skills.
- xi. Sound analytical skills.
- xii. Excellent interpersonal skills.
- xiii. Ability to work in a multi-cultural and multi-national environment.

**D. Education and Experience:** Candidates must have a minimum of a Masters Degree in Business Management or Business Administration. A relevant first level University degree with extensive experience and proven record in national, regional and international development and / or development finance institutions may be accepted in lieu of an advanced University degree. Candidates must have at least seven (7) years of relevant post-qualification experience within public sector institutions or similar organizations nationally, regionally and / or internationally.

**E. Other relevant skills**

- i. Excellent working knowledge of computer applications (Microsoft Office) and financial information systems.
- ii. Excellent working knowledge of budgeting tools, work plans and report writing skills.
- iii. Technically competent, knowledgeable, with experience in development issues and administrative management.

**F. Language requirement:** Excellent English and / or French (spoken and written) and fluency in any other AU language would be an added advantage.

**G. Age requirement:** Candidates should preferably be between **35 and 55** years old.

**H. Tenure of Appointment:** The appointment will be made on an AU short-term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period.

**I. Gender Mainstreaming:** The NEPAD Planning and Coordinating Agency is an equal opportunity employer. Qualified female candidates and candidates from least represented member states are strongly encouraged to apply.



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- J. Application:** To apply, please submit the following:
- A motivation letter stating reasons for seeking employment with the NEPAD Planning and Coordinating Agency.
  - A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
  - Three (3) referees with good knowledge of the candidate's work, furnishing full contact details, telephone, fax and e-mail addresses.
  - Certified copies of degrees and diplomas.
- K. Remuneration:** Indicative basic salary of **US\$37,717.00** per annum plus other entitlements e.g. Post Adjustment (55% of basic salary), Housing allowance (\$17,222.40 per annum), gratuity (15% of gross salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.
- L. Applications** must be received not later than **Monday, 20 February 2012** and should be addressed to:

**Head of Human Resources  
NEPAD Planning and Coordinating Agency  
P O Box 1234  
Halfway House  
Midrand, 1685**

**Email: [hr@nepad.org](mailto:hr@nepad.org); [fatouc@nepad.org](mailto:fatouc@nepad.org); [musam@nepad.org](mailto:musam@nepad.org)**

Please note, should you not hear from us within six (6) weeks after the closing date, kindly consider your application to be unsuccessful.

The New Partnership for Africa's Development (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. 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](http://www.nepad.org).