African Union Development Agency (AUDA-NEPAD)

VACANCY ANNOUNCEMENT: AUDITOR – REF. VA/AUDA-NEPAD/19/13

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 is transforming 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 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.
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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, AUDA-NEPAD invites applicants who are citizens of African Union Member States for the post of auditor.

A. Post:

Job Title: Auditor
Position Level: P2-Regular
Duty Station: AUDA-NEPAD, Midrand, Johannesburg, South Africa
Supervisor: Senior Auditor, Office of Internal Audit

B. Key Performance Areas:

Under the supervision of the Senior Auditor, the Internal Auditor shall handle all audit activities relating to AUDA-NEPAD, perform regular and special internal audit function to ensure transactions are accounted for in line with the terms of agreement with partners, AU Staff Regulations and Rules and internationally acceptable standards of accounting.

Specifically, the incumbent will be responsible for:

1. Analyze, record and test AUDA-NEPAD’s Accounting System and the information it produces.
2. Review the extent of compliance with established policies, rules & regulations, plans and procedures.
3. Ensure that payments are made for the goods and services received by the Agency; all collections and receipts are properly accounted for and any adjustments are authorized properly.
4. Review budget performance with a view to determining whether the auditee has executed its budget within the authorized limits.
5. Examine whether the system of Internal Control is adequate for achieving management’s objectives in an efficient and orderly manner and whether the established procedures are being properly followed.
6. Ensure whether the information available to management is sound and adequate for proper control and decision-making.
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7. Identify and report to the accountable management, actual or potential weakness in control where it exists, and recommend feasible ways of remedy.
8. Recommend ways of improving the economy, efficiency and effectiveness of operations based upon findings from an impartial and objective examination.
9. Prepare working papers for review.
10. Develop and discuss findings, agree on recommendations and timelines for corrective action with responsible officer of operations and draft audit/assignment reports.
11. Perform any other relevant duties as may be assigned.

C. Job requirements:

Required Skills and Competencies

1. Knowledge and experience in determining internal audit scope and developing annual plans.
2. Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc.
3. Prepare and present reports that reflect audit’s results and document process.
4. Act as an objective source of independent advice to ensure validity, legality and goal achievement.
5. Identify loopholes and recommend risk aversion measures and cost savings.
6. Maintain open communication with management and audit committee.
8. Conduct follow up audits to monitor management’s interventions.
9. Engage to continuous knowledge development regarding sector’s rules, regulations, best practices, tools, techniques and performance standards
10. Ability to manipulate large amounts of data and to compile detailed reports
11. Proven knowledge of auditing standards and procedures, laws, rules and regulations.
12. High attention to detail and excellent analytical skills.
13. Sound independent judgement.
14. Ability to work in a multicultural environment.

D. Education and Experience
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1. Candidates must have at least a Bachelor’s Degree in Accounting or Finance Management. A professional qualification such as CIA, CPA, CA, ACCA, CIMA or equivalent from a recognized institution is highly desirable.
2. Candidates must have at least five (5) years of relevant working experience in Auditing, of which at least 3 years should be in internal auditing.
3. Experience in audits of partner-funded projects will be an added advantage.

E. Other relevant skills

1. Management experience, excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment
2. Excellent drafting and reporting skills.
3. Good communication and negotiating skills.
4. Good planning and organizational skills.

F. Language requirement

Proficiency in one of the African Union working languages is a requirement; Knowledge of one or more of the other AU working languages would be an added advantage.

G. Tenure of Appointment:

The appointment shall be for an initial period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be renewable subject to satisfactory performance and fund availability.

H. Gender Mainstreaming:

AU-NEPAD is an equal opportunity employer and qualified women are strongly encouraged to apply.

I. Application:

Should be forwarded utilizing “Arial” font 11.5. To apply, please submit the following:

1. A motivation letter stating reasons for seeking employment with the AU-NEPAD.
2. A detailed and updated curriculum vitae (CV), not exceeding five (5) pages and indicating your nationality, age and gender.
3. Three (3) referees with good knowledge of the candidate’s work, furnishing full contact details, telephone, fax and e-mail addresses.
4. Certified copies of all official qualifications.
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J. **Remuneration:** Indicative basic salary of US$31,073.00 per annum plus other entitlements e.g. Post Adjustment (57% of basic salary), Housing allowance ($21,832.68 annum), pension (19% of basic salary) in conformity with the rules and procedures applicable to internationally recruited staff of the African Union.

K. **Applications:** Must be received not later than **Monday, 24 June 2019** and should be addressed to:

   Head of Human Resources  
   AUDA-NEPAD  
   P O Box 218  
   Halfway House  
   Midrand, 1685 Johannesburg  
   South Africa  
   Email: hr@nepad.org

Please note that only shortlisted candidates will be contacted.

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. 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](http://www.nepad.org).