



AU/IBAR

The African Union's Interafrican Bureau for Animal Resources (AU/IBAR) is a specialized technical office reporting to the Department of Rural Economy and Agriculture of the AU Commission. The institution is mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and contribute to economic development, particularly in rural areas. AU/IBAR approaches livestock development from three strategic angles: animal health, animal production and trade and marketing of animals and animal products.

Vacancy Announcement

ACCOUNTANT ASSISTANT

AU/IBAR seeks the services of an Accountant Assistant.

POST LEVEL: GSA 5 step 5 (USD 1694.81 for local recruitment, 3855.35 pm for international recruitment)

TYPE: Fixed term contract

DEADLINE FOR APPLICATIONS: 26 February 2010

DATE OF ISSUANCE: 20 January 2010

DUTY STATION: Nairobi/Kenya

The initial appointment will be for eleven months. Contract extension will be subject to performance and availability of funding.

Responsibilities

The incumbent reports to the head of finances and performs the following tasks:

Finance management and accounting

- Assist in the daily financial accounting of AU/IBAR and donor-funded projects
- Assist in the preparation of budgets
- Liaise with procurement
- Verify all claims submitted by contractors and projects for approval, in compliance with the terms of the relevant contracts and budgets
- Prepare payments and reimbursement claims for approval with supporting documents as required by African Union and donor standards by cheque, bank transfers or cash
- Conduct reconciliation of project bank accounts at the end of each month
- Process staff salaries, allowances, etc.
- Register all financial transactions in the accounting system and maintain accounting records according to agreed standards
- Facilitate the work of external and internal auditors.

Reporting

- Provide monthly detailed and summary accounts of expenditure as per agreed formats and standards
- Provide quarterly and annual financial reports as per AU and/or donor standards and formats.

Qualifications

- Degree in Commerce or any other related course, including a pass in English or French, mathematics and preferably in science
- CPA (II), ACCA (II) or equivalent
- A certificate/diploma in French /English

Experience

- Should have a minimum of five years working experience, with preferably at least two years in an international environment utilizing the French
- Previous working experience with donor-funded projects especially European Union and USAID an advantage
- Knowledge of more than one AU official language (English, French, Portuguese Arabic) will be an added advantage

Skills and competencies

- A good command of written and spoken French and English. Knowledge of another official language of the African Union an advantage
- Good interpersonal skills and ability to work productively in a multicultural team
- Perform under pressure
- Willingness to work overtime
- Be highly motivated, have innovative ideas and a creative mind.
- Computer knowledge is mandatory

Tenure of Appointment

The appointment shall be for an initial period of eleven (11) months, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

How to apply

For more information on AU/IBAR and the position visit www.au-ibar.org.

Submit your CV including three references and a motivation letter to the Director at applications@au-ibar.org clearly indicating in the subject line which position you are applying for. Certified copies of relevant qualifications will be requested at later stage and only short-listed candidates will be contacted.

AU/IBAR is an equal opportunity employer.