



## AU/IBAR

The African Union's Inter-African 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 today mandated to support and coordinate the improvement of livestock as a resource for human wellbeing in the Member States of the African Union and to contribute to economic development, particularly in rural areas. From its offices in Nairobi AU/IBAR approaches livestock development at three strategic angles: animal health, animal production and trade and marketing of animal products.

## Vacancy announcement

### ACCOUNTANTS (ACC/03/07/08)

AU/IBAR seeks to fill new positions for accountants to **enhance its financial management capacity in relation to donor-funded projects.**

|                            |                      |
|----------------------------|----------------------|
| Post level:                | GSA 5-5              |
| Deadline for applications: | 31 July 2008         |
| Date of Issuance:          | 9 July 2008          |
| Organisational Unit:       | Project Support Unit |
| Duty Station:              | Nairobi              |

The initial appointment will be for **11** months, with a probation period of 3 months. Extension will be subject to performance and availability of funding.

### RESPONSIBILITIES

The posts are located in the **Project Support Unit**. Successful candidates will report to the Head of Finances and work in close cooperation with the Budget Controller within the PSU and will be mainly responsible for the following duties:

- **Finance Management and Accounting**
  - Assist the Head of Finances and the Budget Controller in the daily financial management/accounting of donor-funded projects.
  - Verify all claims submitted by contractors and or AU-IBAR regional offices 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.
  - Ensure prompt payment by cheque, bank transfers or cash.
  - Conduct reconciliation of project bank accounts at the end of each month.
  - Operate the PSU petty cash imprest.

- Calculate office running, transport and communication costs of the respective projects and submit monthly analytical reports to the head of finances
- Process staff salaries, allowances, etc.
- Register all financial transactions in the AU accounting system and maintain accounting records according to agreed standards.
- Perform other duties as can reasonably be assigned.

#### ▪ **Reporting**

- Provide monthly detailed and summary accounts of expenditure to the Budget Controller and Head of Finances.
- In close cooperation with the budget controller, provide the Head of Finances monthly, quarterly and annual financial reports as per AU and/or donor standards and formats.

### **COMPETENCIES**

- Possess up to date computer skills, especially computerised accounting systems. Working knowledge of the Navision and/or Peachtree accounting software will be an important advantage. Knowledge of word processing, spreadsheets and databases, with experience of electronic communications (e-mail, internet) are minimally required. Working knowledge of MS office applications is an important advantage.
- Planning & Organizing - Ability to plan own work and to handle complex financial information issues.
- High sense of responsibility, reliability and precision.
- Ability to establish and maintain productive relationships with internal and external partners and colleagues; to identify their needs and match them with appropriate solutions.

### **EDUCATION**

- Have at least an 'O' level certificate, including a Pass in the following subjects: English or French, Mathematics and preferably one Science subject.
- Training in accounting, minimum CPA (II), ACCA (II) or equivalent.
- A certificate/diploma in French, with at least 2 years working experience is mandatory.
- A relevant degree (i.e. accounting or business administration) is an important advantage.

### **WORK EXPERIENCE**

- Should have a minimum of 5 years working experience, with preferably at least 2 years in an international organisation environment.
- Previous working experience with donor funded projects especially European Union and USAID will constitute an important advantage.

## LANGUAGES

- For this position, a flawless command of written and spoken French and English is essential.
- Knowledge of any other official language of the African Union will constitute an advantage.

*Please note that interviews will be conducted only in French*

## OTHER SKILLS

- Good interpersonal skills and have experience of working productively in a multi-cultural team.
- Be an efficient communicator.
- Be a good performer under pressure.
- Should be willing to work overtime/flexitime, subject to exigencies of the job.
- Be highly motivated, have innovative ideas and a creative mind.

The African Union/IBAR will place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality.

## HOW TO APPLY

Applicants have to apply via email to [applications@au-ibar.org](mailto:applications@au-ibar.org) quoting in the subject the recruitment reference Nr. ACC/03/07/08

Only short-listed candidates will be notified. Please submit full CV and a motivation letter in both English **and** French.

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**IMPROVING HUMAN WELLBEING  
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MARKETING**