



Africa CDC Saving Lives and Livelihoods

VACANCY ANNOUNCEMENT

Finance Officer

Saving Lives and Livelihoods Programme

June 2022

in partnership with



VACANCY ANNOUNCEMENT

Finance Officer – Saving Lives and Livelihoods Programme

1. Background Information

The African Union, 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 Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Africa CDC has been at the forefront of the continent's fight against the pandemic. The agency has set a goal to vaccinate 60 percent the continent's population before the end of 2024. To achieve this ambitious and critical goal, the Africa CDC and the Mastercard Foundation are launching "Saving Lives and Livelihoods," "partnership for COVID-19 Vaccination in Africa." The planned Saving Lives and Livelihoods partnership is a unique initiative due to its scope and scale, the critical topics it focuses on, as well as the way it will be governed.

2. Post

Job title: Finance Officer – Saving Lives and Livelihoods Programme

Grade: AUP2 Step 1

Supervisor: Senior Finance Officer – Saving Lives and Livelihoods Programme

Duty Station: HQ - Addis Ababa, Ethiopia

Application Deadline: 10th July 2022

3. Job Description Summary

The Finance Officer will be responsible for the implementation of financial management policies (systems, processes, procedures and practices) of Africa CDC's Saving Lives and Livelihoods programme. The Finance Officer will be responsible for planning, tracking, organizing, controlling, and reporting financial activities of the Programme.

4. Major Duties and Responsibilities

The Finance Officer shall:

- Develop financial recording and monitoring processes for the Programme after discussion with Mastercard Foundation that align to the Programme's financial governing processes
- Jointly with the Senior Finance Officer, manage, update and monitor the Programme budget and Programme spending
- Update and reconcile the Programme's expenditure and accounting on a fortnightly basis
- Prepare Programme financial reports on a timely basis and present to the Senior Financial Officer and/or Programme leadership
- Establish the processes and flows for a fund flow model for implementing partners and ensure payment is made in due time
- Ensure proper functioning of the Programme's accounting and auditing system in accordance with African Union Commission's Financial Rules and Regulations
- Provide financial advice and ensure compliance with Financial Rules and Regulations, and other determined financial policies to implementing partners and the Programme's leadership
- Work with MCF team to make recommendations on fund disbursement to partners
- Assist the Senior Finance Officer in their work with project and technical officers to ensure effective grant oversight, coordination and ensure the Programme's funds are being used appropriately

- Ensure that implementing partners have accurate and complete accounting, reporting and internal control systems, and that all relevant records are maintained accurately
- Promote best practices, transparency, accountability in financial management systems
- Perform any other duties as requested by the Senior Finance Officer

5. Qualification and work experience required

Bachelor's Degree in Accounting, Commerce or Financial Management. A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage. Preferred candidates will have 5 years of experience.

Or

Master's Degree in Accounting, Commerce or Financial Management. A professional qualification such as CPA, CA, ACCA, CIMA, CIA, etc., will be an added advantage. Preferred candidates will have 2 years of experience.

6. Required skills and Competencies

a. Functional skills

- Familiarity with the financial management practices and processes
- Excellent financial and narrative reporting skills
- Excellent organizational and time-management skills
- Skills in translating highly technical information into presentations, briefings, report and funding proposals for lay audiences.
- Excellent computer skills, including accounting software capabilities, proficiency with e-mail and internet applications, experience in using office software applications such as MS Excel, Power Point and Word

b. Personal Abilities

- Analytical and problem solving abilities
- Ability to build strong relationships internally and with external actors.
- High level of autonomy at work, yet with profound team spirit.
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team
- Awareness of technological trends and apply necessary technology to the daily work when necessary
- Adaptive, patient, resourceful, resilient and flexible.

7. Language Requirement

Applicants must be proficient in at least one of the African Union working languages (English, French, Arabic, Spanish or Portuguese). Knowledge of two or more of African Union working languages would be an added advantage.

8. Tenure of Appointment

The appointment will be made on a fixed term contract for a period of three years, of which the first three months will be considered as a probationary period. Thereafter, the contract will be renewed annually subject to satisfactory performance and fund availability.

9. Gender Mainstreaming

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

10. Remuneration

Indicative basic salary of US\$31,073 (AUP2Step 1) per annum plus other related entitlements e.g. Post adjustment of US\$14,293.58 (46% of basic salary per annum), Housing allowance of US\$22,932 per annum, Thus a total of US\$68,298.58 per annum plus Gratuity of 15% of Gross salary per annum.

11. How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter in two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-062022-AFENET or Pat-Jones-CoverLetter-062022-AFENET.



Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at afenet-finance-officer@oxfordhr.co.ke in the first instance.

in partnership with



OXFORD

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

LONDON

5 Tanner Street
Bermondsey
London
SE1 3LE

United Kingdom

+44 (0)20 7939 7451

AMSTERDAM

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 621 153 452

NAIROBI

Workify Africa
ABC Place
Waiyaki way
Nairobi

Kenya


+254 (0) 797 233 217



OXFORD HR
SEARCH FOR A BETTER WORLD

www.oxfordhr.co.uk | Company No. 6456325



 +251 11 551 7700

 africacdc@africa-union.org

 www.africacdc.org

 [@africacdc](https://twitter.com/africacdc)

 [AfricaCDC](https://www.facebook.com/AfricaCDC)