



**EUROPEAN UNION**

DELEGATION TO THE REPUBLIC OF KENYA

# VACANCY ANNOUNCEMENT

## FINANCE AND CONTRACTS ASSISTANT(AUDIT TASK MANAGER)

### LOCAL AGENT GROUP 2

ref.: DELKEN-03-2024

The European Union (EU) is an economic and political union between 27 European States. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organizations.

Abroad, the EU is represented through more than 140 diplomatic missions, also known as EU Delegations, which have a similar function to that of an embassy.

The EU Delegation in Nairobi represents the European Union in Kenya, working in close coordination with the Embassies of the EU Member States. The Delegation ensures bilateral relations with Kenya in the political, economic, trade and other co-operation areas. Additionally, it manages EU external cooperation programs both at bilateral and regional level.

#### ➤ OFFER

We offer a position as “Finance and Contracts Assistant (Audit Task Manager)” within the Finance, Contracts and Audit Section, under the supervision of the Audit Team Leader.

The position is based in Nairobi for an unlimited duration subject to six months’ probation and it is open to Kenya nationals and residents with a **valid work permit (compulsory)**.

We offer a competitive position in a lively and multicultural environment. Full time of 37.5 hours per week (under flexible time regime) and remunerated according to a salary table in shillings (basic minimum 291 975 KES), including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

#### ➤ MAIN OBJECTIVES:

Under the supervision of the Team Leader, contribute to the implementation of the Regional Audit Hub's Audit and Verification Plans and to ensure that the approved audit plans are implemented and followed-up in a timely manner.

#### ➤ MAIN TASKS:

##### ***AUDIT, CONTROL and INSPECTION***

- Contribute to the Annual Audit and Verification Plans and modification requests based on the methodology and risk assessment guidelines.
- Management of the audit/verification contracting process (Terms of Reference, Request for Services, offers, evaluation, award, audit contract initiation, monitoring and closure).

- Coordination of audit implementation with all the relevant actors (auditors, auditees, National or Regional Authorising Officer and the responsible financial and operational agents of the audited contract in the Delegations covered by the Regional Audit Hub).
- Close monitoring of the audit reporting (submission of draft, pre-final and final versions of audit reports),
- Analysis of expenditure verification, systems audits and verification mission reports and provision of consolidated comments (ATM, responsible operational and financial agents) to the auditors in the establishment of the reports/audit findings.
- Monitoring of the implementation of audit plans in view of audit-related Key Performance Indicators (KPIs) and contribution to the reporting (European Annual Management Reports).
- Appropriate implementation of the audit findings/ Action Plan through recovery of ineligible expenditure identified by external audits, including non-financial related findings if applicable.
- Provision of audit advice to the National or Regional Authorising Officer and Delegations covered by the Regional Audit Hub.
- Support to the Head of FCA and Team Leader of the Regional Audit Hub in any other audit related issues.

***PROCUREMENT and CONTRACT MANAGEMENT - Managing the tender and contracting process for external audits and verification missions.***

- Contribution to the forecasting exercise of audit contracts.
- Support the process of calls for tenders from the preparation to the contracting, including participation in evaluations, both in the Delegations and externally.
- Verification of the contract proposals (legality and conformity with the legal basis and EC procedures).
- Support to the Head of FCA and Team Leader of Regional Audit Hub in any other contract management related issues as deemed necessary.

***BUDGET, FINANCE, CONTRACTS and ACCOUNTING - Financial initiation of the individual commitments in CRIS and ABAC (or any other accounting tool).***

- Preparing and approving payments of audit contracts ensuring that they are financially and procedurally correct.
- Financial initiation of the payments in ABAC (or any other accounting tool).
- Verification of the eligibility of the expenditures.
- Analysis of the interim and final financial reports.
- Encoding data and ensuring quality and completeness of data and the required documentation in the specific EU Financial, budgetary and contractual IT tools (CRIS, OPSYS, ARES and Audit Module).
- Prepare replies to requests for information from the hierarchy and other services within the Commission.

## ***BUDGET and FINANCE - Monitoring***

- Monitoring of the financial implementation of the projects and programmes - follow-up of the deadlines for contracting, validity of financing decisions/agreements.

### ➤ **EDUCATION AND EXPERIENCE REQUIRED**

- Secondary education (or equivalent in European education systems of 12 years of schooling).

- Advantage: Post-secondary Diploma level education of legal duration of at least two years in one of the following fields: Finance, Accounting or relevant discipline.
- Advantage: University degree level education of legal duration of at least three years in one of the following fields: Finance, Accounting, Economics, Business Administration, Law (note that a University degree is not essential but it can be provided in place of the Diploma mentioned above).

- At least 5 years post-graduate relevant working experience in the field of financial management and/or audit ;

Advantage: working experience of at least 3 years in finance and/or audit of projects implemented by an international organisation or an international NGO dealing with development aid projects.

- Advantage: Good knowledge of European Commission (EC) financial and contractual procedures of development projects.
- Advantage: Experience in auditing EC funded programmes.
- Advantage: Previous experience with EC funded cooperation projects in contract and finance matters.

### ➤ **LANGUAGE QUALIFICATIONS**

- English - Proficient user (level C2).

### ➤ **COMPUTER SKILLS**

- Office automation tools: Excel, Outlook, Power point, Word.

### ➤ **KNOWLEDGE**

Budget, Finance and Contracts  
Financial and budgetary management  
Audit, control, Inspection & Evaluation

### ➤ **PERSONAL SKILLS AND QUALITIES**

#### – Analysing and Problem Solving skills

- ✓ Ability to conceptualise problems, identify and implement solutions
- ✓ Capacity to analyse and structure information

#### – Communicating

- ✓ Ability to understand and be understood
- ✓ Capacity to communicate technical or specialised information
- ✓ Drafting skills

- Delivering Quality and Results
    - ✓ Capacity to act upon problems
    - ✓ Ability to work in a proactive and autonomous way
    - ✓ Financial management skills
  - Prioritising and Organising
    - ✓ Capacity to deliver in a structured way
    - ✓ Learning capacity
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## To APPLY

The applicant must send

- A **Curriculum Vitae** using one of the Europass templates, available at:  
<https://europa.eu/europass/eportfolio/screen/cv-editor?lang=en>  
(Attention: other formats will be reason for **rejection** of the application!).
- A Motivation **Letter**, signed, addressed to the attention of the Head of EU Delegation to the Republic of Kenya.
- Scanned version** of:
  - Diploma(s)**,
  - Declarations of work**, attesting to the relevant experience.
- Please mention in the **subject** of your e-mail:  
“DELKEN-03-2024 Finance & Contracts Assistant (Audit Task Manager)”

**Until 12 April 2024 1200hrs EAT**

The applicant must send all documents to the following email address:

[eeasjobs-050@eeas.europa.eu](mailto:eeasjobs-050@eeas.europa.eu)

## OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to a written test.

The selected candidate, after a six-month trial period, will be proposed to sign an employment contract in local law for indefinitely duration. For the selected person who does not have Kenyan nationality, s/he will be required to prove his/her residence and work permit in Kenya, and the Delegation is not responsible for this request.

The Delegation implements an equal opportunities policy and will implement the necessary measures to avoid any kind of discrimination during the recruitment process. As such, all applicants with special needs (*e.g.* people with reduced mobility...) are invited to mention them.

Any personal data covered by the application, selection and recruitment process are processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Data shall be processed by the entity responsible for the processing of the data solely for the purposes of the selection and be destroyed when recruitment is done. This does not affect their possible transmission to bodies responsible for a monitoring or inspection mission in accordance with EU law.

**Caution:** *The applicant must verify that he/she fulfils all the conditions.*

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*For easy verification, the applicant must mark all the squares  relating to each document or application condition. The absence of **one** of these conditions or documents is a reason for the rejection of the application.*

*The Delegation will not communicate any response to the applicant.*

*Only the applicants admitted to the written tests will be contacted by letter, eventually transmitted by e-mail, which shall arrive before the **10<sup>th</sup> May 2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Henriette GEIGER  
Head of Delegation