

Financial Officer – Finance, Contracts and Audit section: Rwanda

JOB PROFILE	JOB REQUIREMENTS
<p>JOB FRAMEWORK</p> <p><u>Job Title:</u> Finance and Contracts Assistant</p> <p><u>Job location:</u> Delegation of the European Union to Rwanda</p> <p><u>Area of Activity:</u> Finance, Contracts and Audit Section</p> <p><u>Category and Career:</u> Local Agent – GF II</p> <p><u>Situation:</u> Vacant</p> <p>JOB CONTENT</p> <p><u>Overall Purpose:</u></p> <ul style="list-style-type: none"> ▪ The Finance and Contracts Assistant will occupy a specific job function under the direct supervision and responsibility of the relevant Head of Section. ▪ The job function may change in accordance with the needs of the Delegation. ▪ Under the authority of the Head of Finance, Contracts and Audit (FCA) Section, the Finance and Contracts Assistant serves in the financial management of EU programmes and projects in line with the overall instructions given by Headquarters and the Head of Section. <p><u>Functions and duties:</u></p> <ul style="list-style-type: none"> ▪ Assist the Head of FCA Section in activities of the section and ensure general liaison with the operations staff in the Delegation, EU Services in Brussels and contractors/beneficiaries. ▪ Advice on Financing Agreements, Identification and Action Fiche. ▪ Carry out the initiation of contracts, payments, recovery orders, addenda etc. ▪ Draft Tenders and Calls for Proposals; ensure their financial initiation and participate in evaluation committees (acting as Secretary). ▪ Contribute to the Annual Audit and Verification Plan and follow-up on the implementation of the recommendations made in audit reports and discharge procedures. ▪ Act as interface with HQ financial and legal services, ensuring proper functioning of informatics tools for budgetary and accountancy management (OPSYS, ABAC, ARES and PPMT). ▪ Advice and train the operational sections and contractors/beneficiaries on procedural matters. 	<p>EDUCATION & TRAINING</p> <ul style="list-style-type: none"> ▪ Completed secondary education (Baccalaureate/A levels or equivalent) <u>and</u> Diploma/Certificate of 2 years <p>KNOWLEDGE & EXPERIENCE</p> <ul style="list-style-type: none"> ▪ Minimum 5 years’ relevant working experience. ▪ Experience with relevant public institutions and/or civil society organisations relating to financial management, auditing and/or accounting. ▪ Experience with audit practices. ▪ Knowledge of the European Union development cooperation and financial procedures are an asset. ▪ Work experience with a European Union Delegation or in a project funded by the European Union are an asset. <p>SKILLS:</p> <p><u>Language skills:</u></p> <ul style="list-style-type: none"> ▪ Excellent oral and written command of English and Kinyarwanda (C1 Level). ▪ Oral and written command of French is an asset. <p><u>Communication Skills:</u></p> <ul style="list-style-type: none"> ▪ Excellent oral and written communication skills. ▪ Capacity to communicate clearly and present complex matters in a simple and synthetic way. <p><u>Interpersonal skills:</u></p> <ul style="list-style-type: none"> ▪ Ability to build and maintain positive working relationships with colleagues, national counterparts and other stakeholders. ▪ Ability to adapt well in a multi-cultural environment. <p><u>Organisational skills:</u></p> <ul style="list-style-type: none"> ▪ Personal initiative and ability to work independently, to focus on priorities, evaluate progress and meet tight deadlines. ▪ Attention to detail. <p><u>IT skills:</u></p> <ul style="list-style-type: none"> ▪ Ability to efficiently use standard software packages – at least Word, Excel, PowerPoint; ▪ Computer literacy enabling a quick adaptability to new software, including the software applications specific to the European Union. <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> ▪ Ability to work under pressure and respond promptly to new demands. ▪ Commitment to assure quality, speed and accuracy in performing technical and procedural duties. ▪ High degree of integrity and the ability to deal with confidential information.