



EUROPEAN UNION

DELEGATION TO THE REPUBLIC OF KENYA

VACANCY ANNOUNCEMENT

FINANCE AND CONTRACT ASSISTANT

LOCAL AGENT GROUP 2

ref.: DELKEN-01-2024

➤ THE EUROPEAN UNION AND THE SERVICE FOR FOREIGN POLICY INSTRUMENTS

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 programmes both at bilateral and regional level.

Within the EU Delegation to Kenya, operates the Foreign Policy Instruments (FPI) Regional Team for East and Southern Africa. The RT closely cooperates with around 25 EU Delegations in the area, with FPI Headquarters (HQ) and all relevant internal and external stakeholders. The RT ensures the adequate operational and financial contractual management, close monitoring and evaluation of the actions funded by the Crisis Response pillar under the Neighborhood, Development and International Cooperation Instrument (NDICI) and the thematic programs funded under Peace, Stability and Conflict Prevention.

Within the RT operates a Finance and Contracts Cell consisting of 4 staff members (1 Head of section, 1 contract agent and 2 local agents). Team spirit, a strong sense of initiative and responsibility are a common feature of all team members. The FC cell works in close contact with the other members of the RT, the EU delegations in the region and with the Unit FPI.4 (Budget, Finance and Contracts unit) in Headquarters.

➤ OFFER

We offer a position as “Finance and Contracts Assistant” within the Finance and Contracts Cell of the FPI Regional Team in Kenya, under the supervision of the Head of RT and the Head of the Finance and Contracts cell. The jobholder will be requested to support the finance and contracts aspects of FPI actions in East and Southern Africa.

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, including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

➤ **MAIN OBJECTIVES:**

Act as a Financial Initiation Agent on financial and contractual transactions related to projects managed by the Regional Team in East and Southern Africa, ensuring their compliance with the applicable rules, regulations, procedures and the principle of sound financial management. Prepare and participate in calls for proposals and calls for tenders. Contribute to financial reporting, provide legal and financial advice. Work in close coordination with the colleagues in the FPI Regional Team, assisting the Head of the Finance and Contracts Cell with other financial and budgetary tasks.

➤ **MAIN TASKS:**

- Ensure compliance of the financial transactions with the regulatory environment (e.g. basic acts, Financial Regulation, implementing rules, internal rules, financing decisions, instructions...). Ensure the legality, regularity and correctness of agreements, procurement contracts and grant agreements, invoices and recovery orders by performing a standard set of checks and control procedures.
- Implement and monitor internal control principles with respect to financial procedures.
- Assess and ensure the successful completion of the financial circuit for payments/recovery orders in the accounting system. Assess and ensure the validity of bank guarantees.
- Ensure compliance with the Early Detection and Exclusion System (EDES) procedures.
- Ensure that the Results Acceptance Note (or equivalent in OPSYS) includes the relevant OECD Gender Equality Policy Marker (G-Marker) information before proceeding with final payment.
- Participate as secretary in evaluation committees.
- Accompany operational colleagues in monitoring missions, *ex-post* control / spot-check missions or auditors.
- Assist in the preparation and control of the financial aspects in the calls for tenders and calls for proposals.
- Assist with the reporting, planning, budgeting and audit actors as regards required information.
- Manage correspondence on financial issues with external and internal actors within the tasks and topics assigned.
- Oversee all original contracts and corresponding databases.
- Check and ensure the correctness and authenticity of the originals of signed contracts and other original financial documents.

- Ensure the quality and consistency of financial data in the different databases and systems.
- Participate in the risk assessment of contracts with the aim to identify cases that require an additional ex-ante control (e.g. supporting documents, on-the-spot control, external audit, etc.).
- Cooperate with the operational and audit actors so as to provide additional information needed in the scope of the performed audits.
- Provide comments on draft audit and expenditure verification reports. Carry out on-the-spot checks.

➤ **EDUCATION AND EXPERIENCE REQUIRED**

- Secondary education (or equivalent in European education systems of 12 years of schooling).
 - Subjects like accounting, audit, economics, business management and administration or other relevant discipline attested by a Diploma is a plus.
- At least 5 years working experience in the field of Administration and/or Financial management of projects.
 - Experience in the management of EC funded programmes would be an advantage.
 - Knowledge of general accounting systems and principles is an asset.
 - Experience in the EC dealing with cooperation projects (contract and finance matters) would be a plus.

➤ **LANGUAGE QUALIFICATIONS**

- English - Proficient user (level C1).
 - Knowledge of French is an added advantage.

➤ **COMPUTER SKILLS**

- Good knowledge of Microsoft Office™ (Word, Excel, Outlook).

➤ **KNOWLEDGE**

Budget, Finance, Contracts and Accounting.

➤ **PERSONAL SKILLS AND QUALITIES**

- Analysing and Problem Solving skills
 - ✓ Inquiring mind.
 - ✓ Capacity to analyse and structure information
- Communicating
 - ✓ Capacity to communicate technical or specialised information
- Delivering Quality and Results
 - ✓ Ability to work in a proactive and autonomous way
 - ✓ Eye for detail/ Accuracy

- Prioritising and Organising
 - ✓ Capacity to deliver in a structured way
 - ✓ Planning capacity, ability to focus on priorities and meet deadlines

 - Resilience
 - ✓ Capacity to work under pressure and to respond quickly to new demands
 - ✓ Ability to adapt well in multi-cultural environment

 - Working with others
 - ✓ Knowledge sharing.
 - ✓ Ability to build and maintain positive working relationships with colleagues, national counterparts, donor agencies, other stakeholders
 - ✓ A high degree of integrity and the ability to deal with confidential information.
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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.

Until 19 February 2024 12h00 EAT.

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

eeasjobs-021@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.*

*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 **31/04/2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Henriette GEIGER
Head of Delegation