



**EUROPEAN UNION**

DELEGATION TO THE REPUBLIC OF KENYA

# **VACANCY ANNOUNCEMENT**

## **FINANCE AND CONTRACTS ASSISTANT(M/F)**

### **LOCAL AGENT GROUP 2**

ref.: JP/07575

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.

#### ➤ **OFFER**

We offer a position as “Finance and Contracts Assistant” within the Finance and Contracts Section, under the supervision of the Section Head.

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 291,975KES), including a supplementary pension scheme and medical insurance, offered to employees and their families under certain conditions.

#### ➤ **MAIN OBJECTIVES:**

Under the supervision of the Head of Section, to assist in contractual and financial management of projects and programmes, in particular with tenders, contracts, payments and follow up of audit matters. To advise the operational sections in contractual, financial and audit matters.

#### ➤ **MAIN TASKS:**

***BUDGET, FINANCE, CONTRACTS and ACCOUNTING – Financial management***

- Financial initiation of the individual commitments in CRIS and ABAC (or any other accounting tool).

- Financial initiation of the payments in CRIS and ABAC (or any other accounting tool).
- Verification of the eligibility of the expenditures.
- Analysis of the interim and final financial reports, including the audit reports.

***PROCUREMENT and CONTRACT MANAGEMENT - Assist in management of contracts***

- Support the process of calls for tenders/proposals 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).
- Contractual follow-up of projects and programmes.
- Assist in training of the operational sections and contractors/beneficiaries on General Budget procedures.

***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.

***EXTERNAL AUDIT – Support : Audit Task Management***

- Support to the establishment of the Annual Audit and Verification plan.
- Support to the implementation of the annual audit and verification plan and ad hoc audit(s).
- Analysis of audit reports.
- Monitoring of audit-related key performance indicators (KPIs).
- Support to the Head of FCA and Head of Regional Audit Task Management team in any other audit related issues.

➤ **EDUCATION AND EXPERIENCE REQUIRED**

- Secondary education (or equivalent in European education systems of 12 years of schooling).
  - Essential: 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, or relevant discipline. (note that a University degree is not essential but it can be provided in place of the Diploma mentioned above).
- Essential: At least 5 years post-graduate relevant working experience in finance and accounting
  - 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: Past experience in management of EC funded programmes.
- Advantage: Previous experience in dealing with EC funded cooperation projects in contract and finance matters.

➤ **LANGUAGE QUALIFICATIONS**

English - Proficient user (level C2).

➤ **COMPUTER SKILLS**

Office automation tools: Excel, Power point, Word

➤ **KNOWLEDGE**

Budget, Finance, Contracts and Accounting.

➤ **PERSONAL SKILLS AND QUALITIES**

– Analysing and Problem Solving skills

- ✓ Proven analytical capacity, ability to identify needs and constraints, to set priorities and translate them into action; capacity to pursue solution-oriented approach.

– Communicating

- ✓ Good oral and written presentation skills

– Delivering Quality and Results

- ✓ High ability to perform duties with speed and accuracy without immediate and constant supervision.

– Prioritising and Organising

- ✓ High level of flexibility to work under pressure and to respond quickly to new demands.
- ✓ Good organisational skills.

– Resilience

- ✓ Personal initiative and ability to work independently, to focus on priorities, to monitor and evaluate progress and to meet tight deadlines.

– Working with others

- ✓ Proven ability to build and maintain positive working relationships with colleagues, national counterparts, donor agencies and other stakeholders; ability to adapt well in a multi-cultural environment. Team player.

– Integrity

- ✓ 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.
- Please mention in the **subject** of your e-mail: **“JP/07575 Finance & Contracts Assistant”**

**Until 15/07/2024 1200h EAT**

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

[ccasjobs-093@ccas.europa.eu](mailto:ccasjobs-093@ccas.europa.eu)

## OTHER INFORMATION

After a positive documentary analysis, the selection panel will invite the candidate to the first step of the recruitment procedure which will be 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 **12/08/2024**. The absence of contact from our side is a sign of exclusion in the previous step.*

Henriette GEIGER  
Head of Delegation