The European Union Delegation to the Republic of South Africa based in Pretoria is looking for a:

Budget / Accounting Assistant

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

We offer

We offer a post of Budget / Accounting Assistant. Under this post, the recruited person will be attributed functions depending on the needs of the Delegation. Upon recruitment, the successful candidate will occupy a specific job function as Budget / Accounting Assistant – this job function may be changed in accordance with the needs of the Delegation. Under this job function the successful candidate will serve as technical and support staff and responsibilities will include, as financial initiator:

- Manage and complete the processing of contractual matters including calls for proposals and calls for tender;
- Manage and complete invoices and payments under the general budget at GESTFIN level in line with overall instructions given by headquarters (financial regulation, practical guide and instruction notes);
- Encode transactions and financial initiation visa in accordance with the applicable rules through DEVCO'S accounting system;
- Prepare decisions at pre-GESTFIN level;
- Maintain the European Commission aid databases (ensuring the quality and coherence of data and uploading of documents);
- Ensure correct filing and archiving (electronical and physical filing) of all essential documents;
- Advise and give support on financial and contractual matters to the operational section of the Delegation;
- Forecast project budgets (in conjunction with the project officers);
- Prepare forecasts for payments and commitments;
- Prepare and follow-up audits and financial closure of projects;
- Maintain good relations and open channels of communication with the services of the National Treasury, line Ministries, Technical assistants, Stakeholders and Contractors;
- Conduct ad hoc missions;
- In the performance of the above-mentioned duties the Budget / Accounting Assistant will work closely with the other members of the Delegation, in particular those of the Cooperation Section; under the supervision and responsibility of the relevant head of section.
Place of Employment: EU Delegation in Pretoria, Republic of South Africa
Working Hours: 37.5 hours/week
Local Agent Position: Group II
Monthly Basic Brut Salary: ZAR 36,265.00

Indefinite contract subject to a successful probationary period.
We offer a competitive position in an international environment. Benefits, such as additional pension scheme and medical insurance, are offered to employees and their families under certain conditions.

Selection Criteria
Minimum Requirements:
1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law. A copy of the work permit is to be included with the application;
3. Has a satisfactory knowledge of English;
4. School leaving certificate (matriculation) and a Tertiary Qualification in Accounting, Finance or Audit or Business Administration
5. At least five years of relevant job experience in the field of finance, audit and/or accounting.
6. Ability to work independently, prioritise tasks, meet deadlines, perform as team worker
7. Full computer literacy (Word, Excel, accounting and project management software and systems)

The following will be considered an asset:
1. University Degree in Accounting, Finance or Audit or Business Administration
2. Previous experience in a diplomatic or international mission
3. Other indigenous (South) African languages

How to apply
Please send your application and supporting documents to Head of Administration, P O Box 945, Groenkloof, Pretoria 0027, or by Fax: (012) 460 9923 or E-mail to: Delegation-s-africa-jobs@eeas.europa.eu.
The package should quote Ref. No. 44882 and include a cover letter, together with a detailed CV.
The Delegation will not supply additional information or discuss the selection procedure by telephone: please address any queries concerning this procedure to Delegation-s-africa-jobs@eeas.europa.eu

The procedure
After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered to be the most suitable for the post on the basis of a preliminary assessment of the information provided in their application letter and the supporting documents. The short-listed candidates will be invited to an assessment phase which
may include an interview if necessary – during this phase, the Selection Committee will assess the suitability of the candidates for the post.

The candidates who have not been short-listed will not be contacted individually; however, the Delegation will use the same means of publication as for this Vacancy Notice to inform the remaining candidates once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

**The deadline for applications is:** Friday, 6 December 2019 by 18:00 hours local time