



EUROPEAN UNION
Delegation to Papua New Guinea

The European Union Delegation to Papua New Guinea is looking for a
Senior Accountant

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. The EU Delegation to Papua New Guinea ensures the representation of the European Union to Papua New Guinea and the follow-up of bilateral relations in the areas of political, economic, trade, and external assistance cooperation.

We offer

We offer a post as **Senior Budget/Accounting Assistant**. The successful candidate will occupy a specific job function as Senior Budget/Accounting Assistant being mainly in charge but not limited to the **preparation and execution of the Delegation's administrative expenditure including salaries, management of invoices, contracts and assets, provision of assistance with the budget management** and will replace the imprest account holder during his absence. In addition, involvement in tender and evaluation procedures and other administrative tasks, under the supervision and responsibility of the Head of Administration, will be requested.

We offer a workplace in a multinational team of local and expatriate staff members. Normal working hours are from Monday to Friday from 08:00 to 17:00 including a lunch break. Work life balance is assured in the frame of a flexible working time scheme which also takes into account the occasional increased workload. The place of employment is in Harbour City, Port Moresby. After a probationary period of 3 months an indefinite contract with a **minimum gross basic monthly remuneration of PGK 5822** is offered. Relevant qualified working experience will be taken into account. In addition a monthly transport allowance and a contribution to superannuation fund are granted. A medical insurance scheme with reimbursements of 80 % of eligible health care costs is provided for the employee and eligible dependents. Besides national holidays annual leave of 1.5 days per month is provided.

Selection Criteria

Minimum Requirements:

1. Medically fit to perform the required duties;
2. Enjoys civil rights and permits for employment under local law; the EU Delegation would eventually support non-national residents with obtaining a working visa;
3. University Degree in the relevant field;
4. Excellent knowledge of English;
5. Excellent computer literacy;
6. Excellent drafting, communication and organizational skills;
7. Minimum of 5 years of relevant working experience after graduation;

The following will be considered an asset:

1. CPA qualified;
2. Working experience in a diplomatic mission or international organization, or private sector in similar positions;
3. Basic knowledge of French;

4. Any advanced or post graduate studies;
5. Additional relevant working experience

The candidate will be expected to work to a high level of competency, accuracy and reliability, and be able to work independently using his/her own initiative.

How to apply

Interested candidates should submit a motivation letter and their full CV - using the EU CV template available at: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>, both in pdf format, by e-mail with maximum 2 MB of size, quoting reference "HoA/ADMIN/SENIOR BUDGET/ACCOUNTING ASSISTANT 2019" to

Head Hunters Recruitment

Completed application with CV Template from above website should be made on line directly to PNGJOBSEEK.COM advert. Please refer to advert number # listed on PNGJobSeek. Or email team@headhunters.net.au

Queries can be directed to the Head Hunters' recruitment team on 70907200

The **subject line** of the e-mail must state: LAST NAME, First Name, application SENIOR ACCOUNTING ASSISTANT 2019.

Please do not provide other certificates at this stage. Only shortlisted candidates will be requested by the recruitment agency to submit their certificates by e-mail. Submitted Certificates will undergo an authentication procedure. Only candidates invited for an interview will have to provide the originals of their certificates.

The EU Delegation will not supply additional information or discuss the selection procedure by telephone. Please address any queries concerning this procedure to the above mailbox.

The procedure

After the deadline for applications, the shortlisted applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a 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 CV. The short-listed candidates will be invited to an assessment phase which may include an interview and a written test – 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 inform via its internet site once the recruitment procedure has been completed and that a candidate has (or has not) been recruited.

The deadline for applications is: 27 March 2019, 13:00