



AFRICAN PETROLEUM PRODUCERS' ORGANIZATION
ORGANISATION DES PRODUCTEURS DE PETROLE AFRICAINS
APPO

VACANCY

The African Petroleum Producers' Organization (APPO) is looking for qualified candidates, citizens from its fifteen (15) Member Countries to fill the vacancy below:

HEAD OF FINANCE AND HUMAN RESOURCES UNIT			
Code of the Position:	04.1	Minimum qualification:	First degree
Title (Acronym):	Head of Finance and Human Resources Unit (HFHRU)	Experience:	10 years
Group:	Group II	Category:	GIIC1E1
Reporting Authority:	Director Support Services (DSS)	Age range:	Between 35 and 50 years
Duration of mandate: 3 years renewable once			

No.	Position	Main missions	Required profiles
1.	HEAD OF FINANCE AND HUMAN RESOURCES UNIT	<p>Objective: Establish and maintain efficient administrative systems and procedures as well as control mechanisms to support the smooth running of APPO's operations and ensure compliance with APPO's administrative, financial and human resources rules and procedures. Manage day-to-day financial and human and resources of APPO. Frequently conduct checks of internal controls. Coordinate the Secretariat's budget preparation process.</p> <p>Tasks:</p> <ol style="list-style-type: none"> 1. Manage APPO's day-to-day personnel, financial and administrative resources. 2. Ensure timely and accurate monthly and year-end closure of accounts, including bank reconciliation and submit reports to the Secretary General in accordance with agreed and prescribed deadlines. 3. Prepare a consolidated budget for APPO's administrative and operational needs for approval by 	<ol style="list-style-type: none"> 1. Holds a first degree in Finance/Human Resources or any other relevant qualification/certifications issued by a recognized university/higher education institution/professional body; 2. Age range: Between 35 and 50 years; 3. Minimum of ten (10) years professional experience in the petroleum sector; 4. Good analytical skills, organizational skills and ability to work within a team in a multicultural environment and to adapt to cultural differences; 5. Good analytical skills,

		<p>the Secretary General.</p> <ol style="list-style-type: none"> 4. Manage and administer contributions from APPO Member Countries. 5. Manage extra-budgetary resources from other international organizations and foreign funding sources. 6. Certify APPO's expenditures. 7. Settle amounts due, and/or recover outstanding receivables. 8. Ensure timely and effective follow up to audit observations and recommendations. 9. Oversee APPO's recruitment, appointments and administrative formalities. 10. Coordinate training and capacity-building activities for the staff. 11. Formulate and implement occupational health and safety measures and ensure compliance. 12. Carry out all other duties and tasks assigned to him/her by the Director Support Services. 	<p>organizational skills and ability to work in a team setting within a multicultural environment;</p> <ol style="list-style-type: none"> 6. Ability to take initiative, sense of discipline and ability to work under pressure; 7. Ability to manage a team in a multicultural environment, develop good relationships with other staff and share knowledge; 8. Delegation and decision-making capacity.
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APPLICATION METHODOLOGY

All applications shall be sent to the Executive Board Member of the country of origin of the candidate who shall make a national preselection and send the best candidate to the APPO Secretariat through an official letter. The application shall contain:

1. Application letter;
2. Cover Letter;
3. One (01) letter of reference;
4. Certified true copies//Notarized copies of degrees and work certificates; [Background Check]
5. Copy of valid ID card/passport;
6. Copy of a police record dated no less than three (03) months;
7. Curriculum Vitae dated and signed by the author.