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February 23, 2015

Jalalabad Cloudy 22°C 15°C	Ghazni Chance of Rain 9°C 2°C	Kandahar Chance of Rain 13°C 2°C	Mazar Chance of Rain 8°C 2°C	Herat Snow 2°C 3°C	Bamayan Chance of Rain 4°C 2°C	Kabul Chance of Rain 11°C 7°C
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Weather Forecast Brought to You by MTN Afghanistan




Job opportunity in the European Union Delegation to Afghanistan as Finance officer in Co-operation – Finance / Contract / Audit

The job as Finance officer in the Co-operation – Finance / Contract / Audit (Local Agent Group 2)

If you are the successful candidate you will work under the supervision of the Head of Section I (Finance) and his/her deputies as concerns their specific mandates.

As a member of the Finance team, the Finance Officer will support the teams in the Finance Section as follows:

Functions and duties

Contracts

- Checking of budgets and financial aspects of contracts and other agreements to be signed in the framework of EU co-operation with Afghanistan;
- Ensuring adherence by the Delegation to relevant EU procedures and guidelines relating to the contracting of co-operation activities.

Payments

- Registration of invoices in relevant databases;
- Acting in the roles of ENCOD and GESTFIN for all transactions;
- Monitoring of payments to ensure that deadlines are met;
- Financial reporting and forecasts;

- Advising local contractors and beneficiaries on issues related to payments and other financial issues;

Co-ordination, co-operation and representation

- Liaison with the Operational Sections of the Delegation;

Audits

- Contribution to preparation and execution of audits;
- Participate and take minutes of meeting with implementing partners and support members of the Operations Sections in drawing follow up plans and ensuring their timely execution;
- Provide any other administrative support to the Cooperation Section as required.

Job Requirements

Education and Training

EDUCATION & TRAINING

- Degree min. 3 Y after secondary school in economy or law or any other related majors;
- Certificate in accounting or audit or equivalent financial management experience.

KNOWLEDGE & EXPERIENCE

- At least two years' experience in accounting, financial management of contracts or auditing;

- Good knowledge of international public procurement procedures;
- Knowledge of EU cooperation programmes with Asia
- Experience of project cycle management, logical framework analysis, economic and financial analysis.

SKILLS

Language skills

- Proficiency in English, Dari and Pashto;
- Knowledge of other languages an asset.

Communication skills

- Capacity to communicate clearly and speak in public, present complex matters in a simple way and draft quickly and precisely.

Interpersonal skills

- Ability to listen, to consult and to share information and ideas;
- Team work skills.

Intellectual skills

- Ability to identify and analyze key points in verbal and numerical information, evaluate alternatives objectively and critically and make sound, logical and well-argued judgments taking on board the impact of decisions.

Computer skills

- Microsoft word, Excel, Access, Outlook or equivalent

Management and organizational skills

- Capacity to focus on priorities and to organize work to deliver on time;
- Ability to negotiate in a multicultural and multilingual environment;
- Capacity to monitor progress of work, organize reviews and supervise project teams.

Personal qualities

- Flexibility to work under pressure and to respond quickly to new demands;
- Commitment to assure quality, speed and accuracy in performing technical and procedural duties;
- High degree of responsibility in handling EC funding.

Interested in joining the EU team in Kabul?

If you are interested and qualified for this position, we welcome you CV and application by **05 March 2015** by e-mail to this address delegation-afghanistan-hr@eeas.europa.eu

Please refer to:

- Post: Local Agent group 2
- Post number: **53261/185758**

This job opportunity and the applicable CV template can be found here: http://eeas.europa.eu/delegations/afghanistan/about_us/vacancies/index_en

Welcome to the European Union in Afghanistan. The European Union Delegation to Afghanistan functions the same way as an embassy does; it is a diplomatic mission representing the EU in Afghanistan together with its 28 Member States. It performs a variety of tasks aimed at enhancing relations between the EU and Afghanistan. The Head of Delegation is also the European Union Special Representative. The EUSR monitors and reports on political, constitutional and security developments in Afghanistan. He also ensures synergies between foreign policy, development and security components of EU engagement. Together the European nations invest more than €1 billion a year in Afghanistan. The EU development activities in Afghanistan focus on four areas: "Agriculture and Rural Development", "Health", "Policing and Rule of Law" and "Democratisation and Accountability". The most important beneficiaries of our development aid are the Afghan people, to whom we are committed through a long-term partnership.

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