



### VACCACNY ANNOUCMENT

The Organization of African First Ladies Against HIV/AIDS (OAFLA), currently named as the Organization of African First Ladies for Development (OAFLAD) was established in 2002 as an advocacy organization where First Ladies of Africa seek to leverage their unique position to advocate for policies that make health services accessible and laws that boost women and youth empowerment. OAFLAD has evolved to become an institution that is able to offer a continent-wide leadership in terms of advocacy in the areas of health, education women empowerment and other developmental issues. Along the years, First Ladies of Africa reinforce favorable policies and programs through advocacy, resource mobilization and development of partnerships with all stakeholders at all levels to sensitize community and create awareness to most susceptible citizens in Africa. OAFLAD Is currently looking to hire an Administration and Finance officer in full time base. See below details for the position;

<b>Job title</b>	<b>Administration and Finance assistant</b>
<b>Department</b>	Office of Finance and Administration
<b>Location</b>	OAFLAD Secretariat in Addis Ababa
<b>Report to</b>	Executive Secretary (ES) with a dotted line to Finance Officer
<b>Job purpose</b>	This is full time position. The Administration & Finance assistant responsible for overseeing the organization administrative and secretarial needs
<b>Closing Date</b>	<b>Saturday, 25 April 2024</b>
<b>Essential duties &amp; responsibilities</b>	<ul style="list-style-type: none"> <li>• Implement OAFLAD administrative processes in line with strategies and policies to facilitate the efficient and effective operation of the OAFLAD Secretariat.</li> <li>• Ensure the implementation of the Human Resource (HR) and Administration manual and perform all HR administration duties.</li> <li>• Provide office administration and logistics services.</li> <li>• Provide financial services under the supervision of the Finance Officer as per the requirements outlined in the OAFLAD Financial manual.</li> <li>• Coordinate with other departments in the secretariat to allocate appropriate funds for projects and programs.</li> <li>• Manage logistical arrangements for the OAFLAD Annual General Assembly and other ad hoc meetings.</li> <li>• Supervise, evaluate, and liaise with general service staff, as well as sourcing other appropriate services from potential consultants/suppliers.</li> </ul>

	<ul style="list-style-type: none"> <li>• Stay abreast of relevant policies and compliance requirements, assisting staff with understanding, operationalizing, and adhering to relevant policies and guidelines.</li> <li>• Assist in monitoring contractor performance, ensuring compliance with deliverable timelines, payment provisions, contracts, data reporting, and other contractual requirements.</li> <li>• Perform any additional duties as assigned by the Executive Secretary and Finance Officer.</li> </ul>
<b>Eligibility and qualification</b>	<ul style="list-style-type: none"> <li>• Must be from one of the member states of OAFLAD</li> <li>• Good knowledge of international relation and diplomatic protocols</li> <li>• Good knowledge of an accounting practices</li> <li>• Good knowledge of Ethiopian Labor and Tax Laws</li> <li>• Bachelor's degree in a relevant field of study or equivalent experience /education</li> <li>• At least 3 year of work experience in a similar role</li> <li>• Experience with record keeping, budget/finance and contract administration is essential</li> <li>• Administration experience within International and Regional Organizations or and INGO preferred</li> <li>• Excellent computer skill and demonstrated proficient with the office technology including Microsoft office and audio equipment experience with the multi-tasking and working independently on administration task</li> <li>• Proven ability to work efficiently in a fast-paced environment; to troubleshoot and follow project through to completion, consistently on schedule, without loss of attention to detail</li> <li>• Service –oriented experience</li> <li>• Excellent written and verbal communication, organization and interpersonal skill</li> <li>• Flexible and adaptable approach to work</li> </ul>
<b>Education or experience</b>	<p><b>3 or more years of progressively responsible work experience in Administration and Finance</b></p> <ul style="list-style-type: none"> <li>• BA Degree in Finance and Accounting or management</li> <li>• Basic human resource skill is required</li> <li>• Secretary experience is required</li> <li>• Computer literacy with special emphasis on excel and word</li> </ul>
<b>Language skills</b>	<ul style="list-style-type: none"> <li>• Proficiency in the <b>English</b> and <b>French</b> language</li> <li>• Knowledge of any other African union working language is an added advantage</li> </ul>

Please send your latest Curriculum CV and Cover letter to [hr@oafiad.org](mailto:hr@oafiad.org) before 25 April 2024.