



## **VACANCY ANNOUNCEMENT**

### **DIRECTOR OF FINANCE AND HUMAN RESOURCES**

#### **OSSREA Mission**

Developing and promoting the emergence of a culture of excellence in the study, research and training in the social sciences

#### **Position**

Director of Finance and Human Resources

#### **Duty Station**

Addis Ababa, Ethiopia

#### **Qualification**

Masters in Accounting or Management. Other professional qualifications in same field will be an added advantage

#### **Experience**

- Eight years experience in financial management and personnel Administration with at least a continuous period of two years to have been spent in Eastern and/or Southern Africa
- Work experience in NGO or research organization
- Ability to work in a multi-disciplinary environment
- Ability to work in a team and under time pressure
- Experience in dealing with donor agencies
- Excellent leadership skills
- Work experience in international/regional organization in financial and human resource management will be an added advantage
- Age: 40-60

#### **Details of Duties and Responsibilities**

- Manages the activities of the Finance and Human Resources Directorate under the supervision of the Executive Director
- Oversees the preparation of timely financial and personnel policies
- Compiles annual budget proposal and when approved oversees budget disbursement operations
- Designs source documents, financial forms, books and control systems and ensures their consistent utilization as per Generally Accepted Accounting Principles
- Oversees the computerization of accounting operations and the creation of finance-related databases
- Controls budget utilization, checks correctness of proposed payments and ensures that all transactions are as per official financial policies and procedures
- Ensures timely transfer of pledged funds and revenues generated to OSSREA accounts

- Ensures efficient provision of approved financial and personnel support and services to other programmes and projects of OSSREA
- Ensures that the accounting operations are as per Generally Accepted Accounting Principles and in a format acceptable for external auditing
- Oversees the preparation of regular financial reports for OSSREA management and prepares periodic reports for donors and the Executive Committee
- Prepares and updates policies and procedure manuals taking into consideration the changing conditions within the OSSREA organizational structure
- Ensures the provision of procurement services for OSSREA
- Ensures the provision of legal services as required by OSSREA
- Supports the core activities of the organization via monitoring, the use of finance, deployment of human resources and the smooth running of the organization from administrative perspectives
- Liaises with other Directorates for the proper functions of the Organization

### **Duration**

A three-year contract renewable for one more term on successful performance

### **Remuneration**

OSSREA offers an internationally competitive and attractive remuneration package commensurate with the candidate's qualifications and relevant work experience

### **Closing date**

The deadline for receipt of applications is 11<sup>th</sup> July 2008

### **How to apply**

All applicants wishing to be considered for this position need to supply the following documents:

- A written application;
- A detailed curriculum vitae describing the applicant's professional experience;
- Certified copies of academic credentials;
- Names and addresses of three referees, two of whom should come from referees resident in countries other than the applicant's current country of abode.

### **WOMEN ARE STRONGLY RECOMMENDED TO APPLY**

### **The application package should be addressed to:**

Executive Director  
 OSSREA  
 P.O. Box 31971  
 Addis Ababa, Ethiopia.  
 Email: [ossrea@ethionet.et](mailto:ossrea@ethionet.et)