



APPA

ASSOCIATION DES PRODUCTEURS DE PETROLE AFRICAINS

AFRICAN PETROLEUM PRODUCERS' ASSOCIATION

18^{ème} étage Tour NABEMBA, B.P.: 1097, BRAZZAVILLE, RÉPUBLIQUE DU CONGO

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VACANCY ANNOUNCEMENT FOR THE POSITION OF THE ASSISTANT TO THE EXECUTIVE SECRETARY IN CHARGE OF ADMINISTRATIVE AND FINANCIAL MATTERS AT THE APPA SECRETARIAT

(EXTENSION)

The African Petroleum Producers' Association (APPA) is an intergovernmental organization serving as a platform of cooperation, collaboration and exchange of experiences between African petroleum producing countries. It aims at promoting common initiatives in terms of policies and strategic management in all the sectors of the oil industry to enable Member Countries to maximize their profits in the exploitation of this non-renewable resource.

Created in Lagos on January 27, 1987, APPA is more than twenty nine (29) years old today. The increasing role of hydrocarbons as the principal source of energy, the growth in energy consumption in Africa and the world as a whole as well as the need for the development of the hydrocarbon sector in Member Countries constitute topics of common interest to be treated within the framework of a dynamic and active cooperation. A new era is now open to APPA with new challenges in an environment characterized by the globalization of the economy and the increasing of the development of non-conventional energy resources.

From eight (8) members at its creation, APPA currently has eighteen (18) Member Countries namely: Algeria, Angola, Benin, Cameroon, Chad, Congo, Democratic Republic of Congo, Côte d'Ivoire, Egypt, Equatorial Guinea, Gabon, Ghana, Libya, Mauritania, Niger, Nigeria, South Africa and Sudan the APPA Headquarters is situated in Brazzaville, Congo.

AFRICAN PETROLEUM PRODUCERS' ASSOCIATION (APPA)

JOB DESCRIPTIVE FORM

IDENTIFICATION

Position: Assistant of the Executive Secretary in charge of Administrative and Financial matters.

Location: Brazzaville, Republic of Congo/ APPA Headquarters.

ROLE

To assist the Executive Secretary in the Administrative and Financial management of the APPA Secretariat.

GENERAL BACKGROUND

The candidate is responsible for management of the Administrative and Financial Matters Department of the APPA Secretariat with the view of contributing to the implementation of the Association's Programmes of Action within professional standards in an administrative and financial environment.

DIMENSION

Minimum qualification and experience

University degree 5 years after A levels and/or MBA in finance/accountancy with a professional qualification preferably in finance.

Minimum of ten (10) years professional experience as an Administrative and Financial Director in Public administration or a well-known international firm/institution.

A sound knowledge of English and French (both spoken and written) is essential.

Other conditions:

1. To be highly motivated and committed;
2. Perceptive, rigorous and humble;
3. Excellent skills in communication;
4. Excellent skills in negotiation and organization;
5. Ability to work under pressure and beyond working hours;
6. Good command of computer applications applied to finance and accountancy;
7. Knowledge of OHADA accounting system;
8. Knowledge of the oil industry.

The applicant should be at least 35 years old when submitting his/her application.

ACTIVITIES

PRINCIPAL RESPONSIBILITIES

1. Supervises the administrative services and accounting activities of the APPA Secretariat and ensures that they run smoothly and efficiently,
2. Plans and sets priorities for the work of the division to ensure that :
 - financial rules and procedures are followed by all secretariat staff,
 - a fully adequate system of budgeting and financial control is used by the APPA Secretariat,
 - all necessary office spaces are provided,
 - all necessary administrative support is provided for the preparation of meetings of all APPA organs.
3. Ensures the provision of all necessary office supplies and the acquisition of necessary office equipment of all services,
4. Ensures that the Staff Regulations are revised regularly and that staff salaries and benefits are sufficient to facilitate recruitment of qualified staff in all categories,
5. Informs the Executive Secretary of the work accomplished in the division,
6. Prepares and manages APPA's budget and elaborates report on the implementation of the budget and financial accounts,
7. Drafts APPA annual report,
8. Works closely with the Executive Secretary in the preparation of meetings of the Council of Ministers and the Committee of Experts or any other meetings,
9. Drafts the minutes of meetings,
10. Works closely with the Assistant to Executive Secretary in charge of technical matters,
11. Provides administrative support to all meetings and to the APPA Secretariat staff, including travel arrangements, documentation, accommodation and related services,
12. Co-ordinates under the supervision of the Executive Secretary the interview, evaluation and selection of candidates and assists the Executive Secretary in determining initial grading and salary for selected candidates,
13. Assists the Executive Secretary in evaluating staff performance and making salary increases, promotion and separation decisions,
14. Carries out any other tasks assigned to him by the Executive Secretary as pertained to his position.

OTHER REQUIREMENTS

The application file to the post should contain :

1. a motivation letter,
2. a Curriculum Vitae dated and signed,
3. certified copies of degree qualifications and work certificates of less than three (3) months,
4. language test results (DELF, DALF, TOEFL, IELTS) showing sound knowledge of the second language (English or French),
5. photocopies of valid passport or identity card,
6. a police record dating not more than three (3) months old.
7. a medical report

Applications must be sent to the APPA Secretariat in a sealed envelope with notification addressed to the APPA National Representative in the Ministry for Petroleum and Energy of the home country of the candidate on the transmission of the application.

The position is open only to nationals of the APPA Member Countries.

REMUNERATION

The remuneration and advantages of the post are comparable to salaries of international organizations for similar positions and is in line with the salary scale and allowances applicable at the APPA Secretariat.

The contract related to this position has a three-year mandate, renewable once, if services provided by the recruited person are deemed satisfactory.

All applications must be addressed to the attention of the APPA Executive Secretary and deposited no later than **30th November 2016, 15h00**, at the **APPA Secretariat** in a sealed envelope marked "confidential, application for the post of AAF."

The candidate is required to make a copy of his/her application to the **APPA National Representation** in the candidate's country of origin, for information. Contact details of the APPA National Representation can be obtained by email at: appa@appa.int specifying the concerned country.

The address of the APPA Secretariat is as follows:

*APPA Secretariat
PO. Box 1097, 18^{ème} étage Tour NABEMBA
Brazzaville, Republic of Congo*

Any application submitted by email will not be considered and will therefore be rejected.

Brazzaville, 24th October 2016.

The Executive Secretary
Mahaman Laouan GAYA