Financial and Logistics Assistant – Pretoria

Context

The project “Securing a robust AML/CFT Framework Against Illicit Financial Flows in Sub-Saharan Africa (SecFin Africa)” aims to contribute to the fight against illicit financial flows linked to transnational organised crime, money laundering and terrorist financing with the ultimate goal of increasing domestic resource mobilisation, stabilisation and security in Sub-Saharan Africa.

LIMITE DE CANDIDATURE

30 Avril 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

To achieve this general objective, the action offers to work in an integrated manner at all relevant levels of intervention: at national level, regional level and at the level of civil society. Consequently, the Specific Objectives (Outcomes) of this action are:

- National capacities, including law enforcement and judicial capacities to prevent and counter IFFs linked to transnational organised crime, money laundering and the financing of terrorism are strengthened and Financial Action Task Force (FATF)-compliant;
- Effective regional and inter-regional cooperation and information sharing in the fight against IFFs, money laundering and the financing of terrorism is enhanced;
- Increased public awareness and civil society’s role promote greater transparency and hold States accountable to take action against IFFs and organised crime.

These objectives will be implemented through the deployment of five teams: a Project Management Unit (PMU) seating in Brussels, Belgium and in charge of steering the action, as well as four regional hubs, in Yaoundé/Cameroon, Dakar/Senegal, Pretoria/South Africa and Dar es Salam/Tanzania, tasked with the delivery of activities. Addressing the large number of countries targeted under this action will require varied levels of intensity, in particular for engagement at national level, outlined as follows:

- A common training programme, offering ready-made trainings to all requesting beneficiary countries under the mandate of the Action;
- A facility option to support requesting countries featuring systemic deficiencies in their AML/CFT framework to improve technical compliance with FATF standards;
- A high-intensity programme to provide specific longer-term support to selected countries, answering a specific, wide-reaching issue faced by the jurisdiction, notably with regards to major FATF recommendations and/or immediate outcomes.

Regional engagement will be conducted in support of existing processes between peer-jurisdiction or through supporting key organisations, such as FATF-Styled Regional Bodies (FSRBs). Finally, the

civil society will be mainly supported through grants, targeted to civil society organisations (CSO), consortiums of investigative journalists, whistle-blowers and/or research labs to support investigations and research on the fight against IFF.

The present Action is expected to be a substantial building block of the continental Team Europe Initiative to support Africa in Combatting Illicit Financial Flows and related Transnational Organised Crime (TEI IFF-TOC). It will contribute to all three associated components and be implemented in coordination with TEI's members parallel initiatives.

Job description

Under the direct supervision of the Regional Coordinator and in coordination with the Deputy Coordinator, the Financial & Logistics Assistant will work on a daily basis with the entire joint project team, to support the logistical implementation of the project, as well as monitoring and financial reporting.

The Financial & Logistics Assistant will be in charge of the following tasks:

Logistics:

- Preparation and follow-up of short-term expert contracts

- Contribute to the monitoring and evaluation reports for the Pretoria office

- Organising and reserving conferences, seminars, hotel stays, flights and visa applications, upon request of the coordinator

- Collection of price quotations from service providers and appropriately archiving files relating to calls for tender.

Administrative Management:

- Supports the administration of contracts linked to the operational implementation of projects

- Assists with documentary research

- Supports the preparation of calls for tender and public contracts/subsidies

- Prepares expertise and service contracts

- Publishes job offers and calls for experts

- Verifies service providers using the internal compliance tool

- All other administrative tasks as requested by the hub coordinator or deputy coordinator.

Financial management:

- Checks the conformity of expense vouchers at headquarters, field, and/or partner vouchers, invoices, and reimbursements related to expert missions,

- Prepares payments and monitors advances and their balances

- Contributes to the preparation of financial reports for donors internal accounting, and budgeting exercises in collaboration with project managers and administrative and financial project managers

- Supports the preparation and conduct of audits, in liaison with project managers, administrative and financial project managers

- Checks and consolidates field cash and bank journals

- Keeps existing management charts up to date

- Monitors ongoing commitments (grant agreements, contracts, etc.)

Required profile

Professional Experience:

- Strong experience in organising events and venues
- Experience in accounting and budgeting
- At least three years of proven relevant experience.

Qualifications and skills

- University degree, diploma or equivalent training/education in a discipline relevant to the assignment
- Fluent English both written and spoken
- Written and spoken French would be a strong advantage
- Computer literacy (minimum Microsoft Office, notably Excel)

Soft skills

- Excellent organisation skills & rigour
- Flexibility and high level of autonomy
- Ability to work in teams and on multiple files in parallel
- Facility to work in a multi-cultural environment
- Sense of diplomacy and ability to communicate in a direct manner
- Ability to work under pressure and in difficult areas
- Sense of discretion essential
- Excellent networking skills
- Ability to travel an advantage

Location & duration of posting

- **Number of positions available:** 2
- **Location:** Pretoria, South Africa
- **Working Language:** English (& French)
- **Duration of Posting:** 40 months approx., starting 1st May 2025

Please send your CV and cover letter to Mr Cian MC DONNELL :

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