



APPA

ASSOCIATION DES PRODUCTEURS DE PETROLE AFRICAINS

AFRICAN PETROLEUM PRODUCERS' ASSOCIATION

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

TELEPHONE: (242) 06 665 38 57 FAX (242) 06 669 99 13 (33) 1 34 29 59 46 Email: appa@appa.int

VACANCY ANNOUNCEMENT FOR THE POSITION OF THE INTERNAL AUDITOR AT THE APPA SECRETARIAT

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 will be twenty five (25) years old in few days. 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 with new challenges in an environment characterized by the globalization of the economy is now open to APPA.

From eight (8) members at its creation, APPA currently has seventeen (17) Member Countries namely: Algeria, Angola, Benin, Cameroon, Chad, Congo, Democratic Republic of Congo, Côte d'Ivoire, Egypt, Equatorial Guinea, Gabon, Ghana, Libya, Mauritania, Nigeria, South Africa and Sudan. The APPA Headquarters is situated in Brazzaville, Congo.

African Petroleum Producers' Association (APPA)

JOB DESCRIPTIVE FORM

IDENTIFICATION

Title of the position : **Internal Auditor**

Placed under the direct authority of the Executive Secretary, the Internal Auditor shall be in charge of administrative, accounting and financial supervision of the management of the APPA Secretariat in respect of procedures in force.

RATIONALE

Ensure good administrative, accounting and financial management as well as observance of procedures at APPA Secretariat.

GENERAL BACKGROUND

The applicant of this post shall ensure regular supervision of administrative, accounting and financial management of the APPA Secretariat and ensure that all the procedures are well respected.

DIMENSION

Minimal Qualification & Experience:

-Be holder of a university degree A Level + 5 in internal auditing and/or management control. A higher degree in internal auditing will be an advantage.

-Having eight (8) years of cognate professional experience in the field of financial, accounting and organizational auditing; experience acquired in chartered accounting and auditing firm, in private company or in a reputed international institution.

-Have a good mastery of IT tool ;

-The applicant must show proof of a good analytical and communication ability as well as be an expert in report writing ;

-Have a perfect knowledge of French or English (spoken and written).

Other considerations :

- Be of good moral;
- Be very motivated, thorough and committed ;
- Excellent advantage in communication ;
- Aptitude in working under pressure and beyond working hours;
- Mastery of IT tool applied to finance and accounting;
- Knowledge of the OHADA accounting environment ;
- Knowledge of the oil industry.

ACTIVITIES

Job description :

Under the supervision of the Executive Secretary of APPA, the candidate shall be responsible for:

1. Carrying out internal audit missions in line with the international standards governing the professional practice of internal audit and accepted procedures ;
2. Ensuring that the applied procedures are in conformity with the Manuals of Procedures of the APPA Secretariat and principles of transparency and sound management. He shall pay a particular attention, especially to the observance of sound practice in area of financial management ;
3. Ensuring that all the resources of the Association are used in line with financial agreements, in a bid to ensure transparency, economy and efficient, and solely for the purposes for which they were allocated. A particular attention will also be paid to exceptional resources.
4. Identifying the dysfunctions as well as their consequences and propose appropriate measures to correct same ;
5. Evaluating the internal audit system relating to the effectiveness and efficiency of the implementation of the APPA Secretariat;
6. Auditing periodically the financial transactions relating to APPA activities by ensuring their timeliness, regularity and the eventual levels of risks, frauds and corruption ;
7. Auditing the administrative, accounting and financial services of the various stakeholders involved at whatever level it may be in the implementation of the activities of APPA and this in line with the legal terms of their collaboration with APPA ;
8. Carrying out physical inspections of the procurement of the properties of the Association ;
9. Considering the matters relating to handing over of markets to ensure the observance of principles of transparency, economy and efficiency and their conformity with the Financial Regulations of APPA ;
10. Auditing to see if the funds of the APPA Secretariat were spent for the purposes for which they are released and if the attesting documents were kept. This internal auditor must verify and be sure that the funds were well utilized ;
11. Ensuring that the goods, services and works funded were acquired in respect of the market handing over procedures in line with provisions of the Financial Regulations and the Manual of Procedures for financial management. The controls on the contract handing over shall concentrate among other things on the bid documents, the bids, invitations and comparisons of CVs for individual consultant, terms of reference, report of bid opening and evaluation, minute of service reception, works or properties, methods of handing over of contract used with regards to the clauses indicated in the Financial Regulations.
12. Verifying the eligibility of expenses (justification of expenses, respect of budgetary and categorial allocations...);
13. Carrying out sound audit ;
14. Ensuring that the recommendations of the external auditors are taken into consideration and duly implemented by units in charge of their implementation;
15. Recommending adequate measures of improving the procedures allowing for efficient APPA Secretariat;
16. Working in collaboration with external auditors and planning their interventions;
17. Carrying out all other tasks within the context of its duties which may be entrusted to his/her care by the Executive Secretary or his Assistants.

OTHER REQUIREMENTS

Application to the post shall comprise:

- A written application accompanied by dated and signed Curriculum Vitae ;
- A letter of recommendation ;
- Certified copies of degrees and certificates of work of at least three years ;
- A copy of the valid identity card or passport;
- An extract of police report dating less than three (3) months.
- The vacancy is opened only to citizens of APPA Member Countries.

REMUNERATION

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

The applications should be submitted latest by 30 September 2011, to the Ministry in charge of Hydrocarbons of the origin country of applicant for transmission to APPA Secretariat.

The eligible application files should be forwarded to APPA Secretariat at the following address, by the Ministry of applicant's origin country, latest by 10 October 2011:

APPA Secretariat
PO. Box 1097
18^{ème} étage Tour NABEMBA
Brazzaville, Republic of Congo
Tel. +242 665 38 57, Fax +33 1 34 29 59 46
Email: appa@appa.int
Web site: www.appa.int