



<b>1. Job title</b>	Administrative Coordinator - African Professionalisation Initiative
<b>2. Location</b>	South Africa, Gauteng
<b>3. Contract period</b>	Up to 31 December 2024
<b>4. Compensation</b>	Negotiable based on qualifications and experience

### **Background of the API**

The API is a Pan-African collaborative initiative aimed at growing the capacity of accounting and auditing professionals in the public sector to enhance delivery of services to citizens. It coordinates the efforts of accountants general, supreme audit institutions, professional accountancy organisations and academics to systematically address the shortage of adequate professional accounting and auditing skills in the public sector.

The API is operated by its partner organisations (AFROSAI-E; CREFIAF; AAAG, previously ESAAG and PAFA), overseen by the Oversight Board and supported by committees and academics, collectively providing the people who work for the API a regional, multi-lingual, digital and future-focused environment within which to create and innovate.

The API develops high-quality learning materials to enhance public sector accounting and auditing competence and supports countries to implement public sector accountancy certification programmes. The programmes are aimed at upskilling existing capacity while also developing a pipeline of future talent.

The API facilitates long-term change through solutions that are contextually relevant and aligned to the African Union Agenda 2063. To ensure relevance, buy-in, commitment and—most importantly—local ownership, the API works with relevant stakeholders to contextualise its capacity building approach to each jurisdiction.

Long-term success for the API includes more accounting and auditing professionals appointed to senior public finance positions, increased trust in public finance management systems, enhanced decision making in managing resources and, ultimately, improvements in service delivery. The API seeks to contribute meaningfully to long-term development on the African continent by ensuring that those entrusted with managing public funds do so in a manner that is effective, benefits all citizens and positively contributes to shared prosperity.

[About the API's People and Programmes](#)

### **Partner Organisations**

#### **AFROSAI-E**

AFROSAI-E is a member-based institution with 26 Auditors-General from English-speaking African countries making up the Governing Board. The organisation was established in 2005 with the shared vision to make a difference in the performance of our member Supreme Audit Institutions (SAIs). Through our Executive Secretariat, which is hosted by the Auditor-General of South Africa, members are empowered to optimise their audit performance to comply with the INTOSAI Standard for Supreme Institutions (ISSAIs) and to strengthen their institutional capacity to effectively implement their mandate.

<p><b>CREFIAF</b></p> <p>CREFIAF is a member-based organisation for SAIs in French-speaking sub-Saharan Africa, which was established in Yaoundé, Cameroon in 1997, with the aim of building capacity in the 23 SAIs of French-speaking sub-Saharan Africa. CREFIAF intends to be a catalyst for the promotion of independent and professional SAIs capable of contributing to the transparency, a culture of accountability and the performance of public action for the well-being of citizens. Through its Executive Secretariat, which is hosted by the SAI of Cameroon, it seeks to enhance the status of its member SAIs on one hand, and contribute to the improvement and harmonisation of practices, methods and audit procedures through the adoption of modern standards, the implementation of integrated training and exchange on the other hand.</p>
<p><b>ESAAG</b></p> <p>ESSAG is a member-based Association of Accountants General in the East and Southern region with 15 member countries. The objective of the Association is to strengthen the members countries to perform their roles in executing their PFM and governance roles in the wake of reforms.</p>
<p><b>PAFA</b></p> <p>PAFA is the only organisation in Africa recognised as a regional organisation by the International Federation of Accountants (IFAC). Its objective is to accelerate the development of the accountancy profession in Africa, strengthen the voice of the profession in Africa and worldwide, and promote internationally recognised standards of professional competence and conduct within Africa. Its membership consists of national accountancy bodies in member states, while affiliate membership is available to international accountancy organisations.</p>
<p><b>The Role</b></p> <p>The Administrative Coordinator will be responsible to support the effective functioning of the API’s departmental operations by providing coordination and facilitation role for activities, events, information sharing to realise API’s objective of enabling transparency, accountability, and good governance in the public sector in Africa through strengthening the capacity of accounting and auditing professionals.</p>
<p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Stakeholder communication internally and externally</li> <li>• Facilitation of information for use in meetings</li> <li>• Coordination of meetings and events</li> <li>• Preparation of basic/ high level reports</li> <li>• Basic accounting assistance with focus on grant management and self-generated revenue</li> <li>• Basic research on public sector and other topics</li> <li>• Perform other related duties as required, including providing support to other areas of work</li> </ul>
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• A relevant certification in finance, accounting or administration – Preferably a university degree</li> <li>• A certificate in communication or ICT will be an added advantage</li> </ul>

<b>Knowledge &amp; Skills</b>
<ul style="list-style-type: none"> <li>• Corporate communication and feedback management skills</li> <li>• Administrative capabilities including the ability to successfully coordinate events</li> <li>• Digital acumen – effective use of digital platforms for effective engagement and problem solving</li> <li>• Speaking/ presentation and report writing skills,</li> <li>• Information and data analysis skills</li> </ul>
<b>Experience and other requirements</b>
<ul style="list-style-type: none"> <li>• At least 3 years of working experience with at least 2 of the years in an administrative position</li> <li>• Highly self-motivated and proactive individual</li> <li>• Past achievements in a similar or related role</li> <li>• Fluency in written and spoken English (language skills in French would be an advantage)</li> </ul>
<b>Contact details and closing date for applications</b>
<p>Interested, highly motivated and self-driven persons with a good track record should complete <b><u>the application form</u></b>. The application form should be accompanied by a <b><u>cover letter supporting your application</u></b> and be emailed with the following subject heading: <i>API- Administrative Coordinator</i> to <a href="mailto:marianna@afrosai-e.org.za">marianna@afrosai-e.org.za</a></p> <p>For any technical queries relating to the position please email <a href="mailto:neo@professionalisation.africa">neo@professionalisation.africa</a>  Download the application form <a href="#">here</a>.</p> <p>The closing date for submitting applications is <b>31 January 2023</b>.</p>