



May 14, 2025

## Job Vacancy Announcement

### Position: Finance Officer

The **Friedrich-Ebert-Stiftung AU Cooperation Office (FES AU)** and the **Friedrich-Ebert-Stiftung African Migration Policy Center (FES AMPC)** in Addis Ababa invite adequately qualified and motivated applicants to apply for the position of **Finance Officer**.

#### About FES AU and FES AMPC:

The **Friedrich-Ebert-Stiftung (FES)** is a non-profit German foundation funded by the Government of the Federal Republic of Germany and headquartered in Bonn and Berlin. FES promotes the values of Social Democracy in cooperation with partners across the globe. In Africa, FES has worked for over 40 years for social justice, democracy, peace, and international solidarity, fostering political exchange between Africa, Germany, and Europe.

The [FES AU Cooperation Office](#), established in 2015, is a regional office working closely with the African Union (AU), Regional Economic Communities (RECs), civil society organizations, and African think tanks. It focuses on economic transformation, peace and security, and good governance.

The [FES African Migration Policy Center \(AMPC\)](#) was founded in 2019 to deepen Africa-Europe dialogue and support intra-African debates on migration. It is committed to rights-based, evidence-driven policy engagement around the dynamics of migration, particularly South-South mobility and the migration-development nexus.

The **Finance Officer** will support both projects and be part of a joint administrative team based in Addis Ababa.

#### Main Responsibilities and Requirements:

##### 1. Financial Administration and Compliance

- Monitor and process financial transactions in line with FES regulations and Ethiopian law.
- Review financial documentation and contracts for accuracy and compliance.
- Handle tax declarations, social security contributions, and VAT refund processes.
- Manage project budgets, cash flow forecasts, and expense tracking.

##### 2. Accounting and Reporting

- Maintain accurate bookkeeping using FES accounting software (Fibu).
- Prepare monthly financial reports for FES headquarters.

- Ensure timely monthly closing and reconciliation of accounts.
- Digitally archive all financial documents in accordance with internal standards.
- 3. **Procurement and Payments**
  - Ensure procurement procedures follow internal and donor guidelines.
  - Manage payments for activities, events, and service providers.
  - Ensure proper documentation and authorization for all expenditures.
- 4. **Support to Project Implementation**
  - Support project teams in budget planning and execution.
  - Assist with logistical and financial aspects of workshops, conferences, and delegations.
  - Communicate with banks, auditors, and external stakeholders when needed.

#### **Qualifications Required:**

- University degree in finance, accounting, business administration, or a related field.
- Minimum of 3 years of relevant experience, preferably with international organizations.
- Solid knowledge of Ethiopian tax, labor, and financial reporting regulations.
- Experience with financial software (Fibu or similar) and strong Excel skills.
- Excellent organizational, analytical, and communication skills.
- Fluency in English (spoken and written) is required; Amharic proficiency is essential; German or French is an asset.
- High level of integrity, reliability, and discretion.
- Ability to work independently and as part of a multicultural team.

#### **We Offer:**

- A full-time position based in Addis Ababa, Ethiopia.
- A competitive salary (13 months; negotiable based on experience).
- Health care and transport allowance schemes.
- A 2-month probation period according to Ethiopian Labour Law.
- A supportive team environment with opportunities for professional growth.

**Female applicants are explicitly encouraged.**

#### **How to Apply:**

Applications should include:

- A **motivation letter**
- A **comprehensive CV** including references

Please send your documents to [info.african-union@fes.de](mailto:info.african-union@fes.de) by **1 June 2025**.