



**Job Title** Associate – French Liaison

**Compensation** Negotiable based on qualifications and experience

### **About PAFA**

The Pan African Federation of Accountants (PAFA) is the continental organisation for the accountancy profession in Africa. Established in 2011 as a non-profit organisations, we have 56 professional accountancy organisation (PAO) members and associates from 45 countries in Africa, and affiliations with five international PAOs.

With a vision of sustainable value creation to benefit the citizens of Africa, we work to strengthen the capacity and influence of the accountancy profession in Africa to enhance trade, the quality of services, and trust in institutions.

In partnership with our member organisations, affiliates and other stakeholders, we contribute to the *Seven Aspirations of the African Agenda 2063* (particularly Aspirations 1, 3, 5, 6 and 7) and the *United Nations Sustainable Development Goals (SDGs)* (particularly SDGs 4, 5, 8, 10, 13, 16 and 17).

### **Working at PAFA**

The PAFA Team engages daily in inspiring work that creates value and positively impacts people and societies – building careers rather than merely having jobs. Lifelong learning is central to our career development focus.

At PAFA, you will learn, succeed, enjoy, and love your work, while being surrounded by supportive, ambitious, disciplined, creative, and motivated professionals, who look after one another.

PAFA is an equal opportunity employer.

### **Core purpose of the Associate – French Liaison position**

The Associate strengthens the Pan-African nature of the organisation by providing French linguistic support to the Secretariat in all activities aimed at achieving PAFA's strategic objectives.

### **Key performance areas and job responsibilities**

In the case of a French-speaking President or Vice President of PAFA, support the President or Vice President in all activities related to him/her fulfilling his/her PAFA responsibilities (approximately 25% of total time)

Contribute unique perspectives of the PAOs, accountancy profession, and key stakeholders in the accountancy ecosystem in French-speaking countries in Africa to:

- The development of the PAFA [strategy](#), risk assessment, [plan and budget](#)
- The development and implementation of the activity plan(s) for the various areas of strategic focus
- The promotional and sponsorship activities and technical programme of the Africa Congress of Accountants

Establish and maintain strong relations with PAFA member organisations in French-speaking countries to advance the implementation of the various activity plans

Promote the services rendered under the various activity plans in French-speaking countries in Africa to ensure they are utilised and their intended outcomes / impacts are realised

Build and maintain a PAFA French glossary of terms; translate into French relevant PAFA documents, agendas and papers for PAFA Board and Committee meetings, and relevant communications with PAFA member organisations and other stakeholders; and provide French interpretation during meetings

Manage the relationship with the French translation and interpretation service provider(s)

Assist with the annual stakeholder engagement / satisfaction survey and analysis, including recommendations for the strategy and implementation plan

### **Qualification**

A relevant Higher Education (or equivalent) qualification, a focus on international affairs would be an advantage

### **Experience**

At least three years engagement with PAOs in French-speaking countries

### **Working requirements**

Fluency in spoken and written English and French

Willingness and ability to work in any location in Africa

Willingness and ability to undertake travel in Africa

### **Interest and motivation**

Passionate about the role of the accountancy profession in creating value for the citizens of Africa

### **Knowledge, skills and behavioural competencies**

Knowledge of multi-cultural issues, with a particular focus on French-speaking countries

Strong team player

Strategic and critical thinker | Future focused

Ethical | Fair

Neutral | Independent

Diplomatic | Flexible

Excellent project management skills

Excellent communicator - ability to communicate effectively to a wide range of stakeholders at national, regional, and international levels and at various levels of seniority

**Contact details and closing date for applications**

Interested persons should submit their CV and a cover letter **tailored to the position** via email at [ceo@pafa.org.za](mailto:ceo@pafa.org.za).

The closing date for submitting applications is **24 June 2022**.