

REQUEST FOR EXPRESSIONS OF INTEREST RE-ADVERTISEMENT

APRM /EOI /OFD/02/ 05/25: PROCUREMENT OF INDIVIDUAL CONSULTANCY SERVICES FOR ACCOUNTS RECEIVABLE RECONCILIATION EXPERT

1. BACKGROUND

The African Peer Review Mechanism (APRM) was established in 2003 by the African Union Heads of State and Government with the primary purpose of fostering practices that lead to political stability, high economic growth, sustainable and inclusive development, as well as accelerated regional and continental integration. It seeks to rectify underlying deficiencies in governance and socioeconomic development processes among Member States of the African Union. The APRM covers six thematic areas: (i) Democracy and Political Governance; (ii) Economic Management and Governance; (iii) Corporate Governance; (iv) Socio-economic Development; (v) State Resilience to Shocks and Disasters and (vi) E-governance. Participating countries go through detailed review processes (including consultations with government, the private sector, civil society, and other stakeholders), culminating in a peer review exercise at the level of Heads of State and Government.

The APRM is an autonomous entity of the African Union (AU) which has been fully integrated into the AU system. The APRM is guided by the following African Union (AU) values: Respect for diversity and teamwork; Think Africa above all; Transparency and Accountability; Integrity and Impartiality; Efficiency and Professionalism; and Information and Knowledge-sharing.

The APRM is seeking the services of an accounting professional for a period of three (3) months to work on specific assignments.

2. OBJECTIVE OF THE PROJECT

The APRM is seeking to procure the services of a highly skilled Finance- Accounts Receivable reconciliations (staff advances and travel claims) consultant who is a resident of South Africa. He or she will be assigned specific tasks to be completed over three (3) months in the Finance Division. The assignment is focused on ensuring the accuracy and integrity of customer or staff receivables recorded in the general ledger by reviewing and processing transactions in SAP and reconcile these accounts to establish outstanding balances and clear all pending entries in the general ledger to ensure that the accounts are up to date.

3. SCOPE OF WORK

- a) Review and verify reconciliation reports for accounts receivable (staff advances and travel claims).
- b) Investigate and resolve discrepancies identified during the verification of reconciliations.
- c) Ensure that all reconciliations are supported with adequate documentation and comply with standard operating procedures.
- d) Review travel expense reports and supporting documentation (boarding passes, receipts, itineraries) for completeness and compliance.



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- e) Posting accounts receivable (staff advances and travel claims) transactions and settlement in SAP/ERP financial system.
- f) Monitor outstanding travel advances and follow up with travellers or departments for timely settlement.
- g) Support process improvements in receivable recording, reconciliation, and reporting.
- h) Liaise and submit to Finance and HR any reimbursements and deductions.
- i) Prepare and analyse aging reports of staff receivables and escalate long-outstanding items.

Only Candidates who obtain a technical score of 70% and above shall be considered and issued with Terms of Reference

The assignment shall be for a period of three (3) months, starting from 1 July to 30 September 2025. The assignment will take place at the APRM Continental Secretariat headquarters in Midrand, South Africa.

4. EDUCATION, WORK EXPERIENCE, AND ELIGIBILITY

- A diploma in accounting, business administration, or a related field with over eight (8) years of working experience in accounting or finance management and administration.
Or
- A bachelor's degree in accounting, business administration, or a related field with over five (5) years of working experience in accounting or finance management and administration.

5. SKILLS AND COMPETENCES

- Proficiency in English.
- Comprehensive understanding of accounting principles and business practices.
- Highly skilled in using common spreadsheet and other accounting software.
- Ability to critically and objectively analyse data and develop solutions coherently.
- Excellent written and verbal communication skills.
- Ability to collaborate with a diverse group of workers, work independently, and meet tight deadlines.

6. EVALUATION CRITERIA

TECHNICAL EVALUATION CRITERIA	Max. Point	Score
A diploma in accounting, business administration, or a related field with over eight (8) years of working experience in accounting or finance management and administration; Or A bachelor's degree in accounting, business administration, or a related field with over five (5) years of working experience in accounting or finance management and administration.	30	
Response to the Terms of Reference, Technical Approach, Methodology and Workplan to carry out the assignment.	30	

Work experience		
Previous work experience in any government or private sector/International organisation within the same industry or relevant experience in South Africa.	40	
Record of participation in at least five (5) assignments of similar size and complexity in a private company or government organisation. Evidence of such employment is required.		
Total Score	100%	

Only candidates who obtain a technical score of 70% and above shall be considered for financial evaluation.

All relevant certificates must be attached, along with an up-to-date Curriculum Vitae, supporting professional and relevant academic documents, and the names of three (3) referees. **Only shortlisted candidates** will be issued with the Terms of Reference.

Enquiries can be addressed to: tenderinfo@aprm-au.org (for enquiries only).

7. MODE OF APPLICATION

Expressions of interest must be submitted by email to: tender@aprm-au.org no later than **06 August 2025 at 11:00 hrs, South African Time**. Submissions should be titled “**APRM /EOI /OFD/01/ 05/25: PROCUREMENT OF INDIVIDUAL CONSULTANCY SERVICES FOR THE SETTLEMENT OF TRAVEL CLAIMS**”.

All applications in writing should be accompanied by an up-to-date Curriculum Vitae and supporting documents (Note: do not send originals), along with the names and addresses of three (3) referees, one of whom should be from the context of the last consultancy. Applications should be addressed to:

Project Coordinator
African Peer Review Mechanism
Private Bag x09, Halfway House, 1685
Physical Address: 230 15th Street, Randjies Park, 1st Floor
Midrand, South Africa
Tel: +27 11 256 3400/01/29 Fax: +2711 256 3456;
Bid Submission Email: tender@aprm-au.org