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Job Posting Title

Humanitarian and Post-Conflict Reconstruction and Development Officer

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15.12.2016

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PSOD023

Job Title

Humanitarian and Post-Conflict Reconstruction and Development Officer

Organization

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African states as well as developing a new partnership worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

Department

Job Title: Humanitarian and Post-Conflict Reconstruction and Development Officer – P3 Step 5

Department: Peace and Security

Duty Station: AULO, Abidjan

Reports to: Head of the AU Mission in Cote d'Ivoire

Project

Under the direct supervision of the Head of the AU Mission in Cote d'Ivoire, the Officer shall coordinate AU's approach to Humanitarian and post-conflict reconstruction and development (PCRD) issues in Cote d'Ivoire.

Tasks

The Officer shall be responsible for the following:

- I. Humanitarian Aspects

- Monitor and report on all humanitarian issues;
 - Assist in the coordination of delivery of humanitarian assistance;
 - Liaise with other humanitarian organizations, donors, the host government and other actors as required;
 - Participate in assessment missions;
 - Organize follow-up work, including interagency technical review meetings to support policy development work and decision-making on important issues;
 - Assist in the coordination of international humanitarian/emergency assistance;
 - Prepare draft reports apprising of situation and specifying unmet requirements;
 - Assist in the implementation of the various standards and conventions related to humanitarian assistance;
 - Provide information and analysis relating to humanitarian situations;
 - Assist in the coordination of international humanitarian/emergency assistance;
 - Establish and maintain contact with government officials, other humanitarian agencies, non-governmental organisations, diplomatic missions, media as required;
 - Contribute to the preparation of various written reports, documents and communications, e.g. drafts sections of studies, background papers, policy guidelines, briefings, case studies, presentations, correspondence;
 - Ensure appropriate monitoring and reporting mechanisms;
 - Provide information and advice on a range of related issues;
 - Organise and participate in work groups, meetings, conferences, consultations with other agencies and partners on humanitarian and emergency relief-related matters;
- II. PCRDR Aspects
- Undertaking a study on understanding the dynamics of post-conflict reconstruction and peace-building, particularly the needs of Cote d'Ivoire, with a view to developing a common and comprehensive approach;
 - Ensure the timely preparation of analytical background information or reports for meetings of the Peace and Security Council and other AU Policy Organs on Post Conflict Reconstruction and Development activities in Cote d'Ivoire;
 - Liaise with all the international partners/organisations to identify and plan an appropriate and coordinated response to Humanitarian and post-conflict reconstruction and development issues;
 - Elaborate a common strategy on the role of the AU in Humanitarian and post-conflict reconstruction and development issues;
 - Contribute to the capacity building efforts by the international community of national institutions and civil society organisations in humanitarian and post-conflict reconstruction and development;
 - Devise specific PCRDR programs for DRC within the framework of the African Solidarity Initiative(ASI) in Support of Post-Conflict Reconstruction and Development in Africa; and
 - Perform any other project related duties as may be assigned by the Head of the AU Mission in Cote d'Ivoire from time-to-time.

Requirements

1. Qualifications Required

The Officer should have:

- A Master's degree in international public law, political science, international relations, sociology, Humanitarian or other relevant social sciences;

- At least seven (7) years' experience working in the Humanitarian, post-conflict or development specialised organisations or undertaking research in Humanitarian and post-conflict reconstruction and development issues;
- Must have excellent speaking or drafting skills and excellent knowledge of current political, social and economic developments in Africa and the World; and
- Must have the ability to manage and control a team of professional staff and capacity for creativity and initiative as well as capacity to work under pressure.

2. Competencies and Skills

The Humanitarian and PCRDR Officer must have the ability to take initiative and be a team player. He/she must be computer literate and versed in the use of Power Point, Excel and Word. He/she must be fluent in one of the AU working languages, preferably French. He/she must have excellent writing, negotiating, analytical and communication skills. He/she must have excellent writing and report drafting and good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

3. Language Requirement:

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added advantage.

4. Tenure Of Appointment:

The appointment will be for twelve months and is renewable, subject to satisfactory performance.

5. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 78,681.74 inclusive of all allowances for internationally recruited staff, and US\$ 64,817.70 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 15 January 2017.

Contract Type

Short Term

Employment Fraction

Full-time

Branch

AU Liaison Offices – Cote d'Ivoire