AFRICAN UNION
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Job Posting Title

Head of Division: Social Welfare, Vulnerable Groups and Drug Control

Start Date

05.01.2017

End Date

05.02.2017

Reference Code

SA P5 05

Job Title

Head of Division: Social Welfare, Vulnerable Groups and Drug Control

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 in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States of the African Union to apply for the position of Head of Division: Social Welfare, Vulnerable Groups and Drug Control

To achieve this objective, the African Union intends to strengthen its capacity to fulfill its mission by, among others, the implementation of its organizational structure and the filling of all vacant posts by nationals of Member States.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles , Somalia and South Sudan.

Department

Job title: Head of Division: Social Welfare, Vulnerable Groups and Drug Control
Grade: P5
Department: Department of Social Affairs

Supervisor: Director for Social Affairs
Duty Station: Addis Ababa, Ethiopia

Tasks

The Head of Division: Social Welfare, Vulnerable Groups and Drug Control shall perform the following tasks:

- To initiate the preparation and formulation of appropriate programmes, policies and strategies (in particularly social protection and assistance) relating to the Division for implementation at the continental level.
- To study and analyze problem situations and major trends and plan and harmonize related development programmes and issues for marginalized and vulnerable groups in Members States as well as global commitments in relation to programme areas within the Division.
- Serves as resource person and advocates for topics relating to or affecting the division, including resolving problems;
- Provides expertise, policy advice and technical leadership to Member States and to AU partners and other relevant organizations;
- Enhances cooperation and collaboration through facilitating liaison and coordination functions with relevant departments of the Commission, Member States, UN Agencies, AU partners and Non-Governmental organizations (NGO's) and other relevant organizations;
- To promote, coordinate and harmonize the activities and programmes of the Units of the Division in collaboration with other AU Departments, AU Specialized Institutions, the Regional Offices and the Regional Economic Communities as well as programmes of related sectoral ministries.
- To promote African and International regional cooperation in collaboration with States, communities and inter-governmental and non-governmental Organizations.
- Represents the Department in all meetings related to Sports and Culture and subsequently reports back on issues discussed and on action required;
- Ensures overall management of the Division; including monitoring, analysis, evaluation, and communication of staffing issues, performance, quality assurance, grievance and progressive discipline, and fiscal needs in conformity with the relevant rules and procedures in force. Manages budget;
- Supervises and directs the activities of staff. Writes and updates unit job descriptions and makes recommendations on staff classification;
- Provides substantive input into screening of applications, interviewing of candidates, and selection decisions;
- Develops and sets performance standards with staff;
- Independently conducts performance appraisals with staff;
- Attends to grievance and determines progressive corrective action for staff with authority to apply such, and/or submits/recommends same to higher-level management;
- Produces and submits periodic reports on activities and specific missions;
- Performs any other duties as may be assigned.

Requirements

1. Educational Qualifications:

Candidates must have at least a Masters Degree in Development Studies, Social Work, Community Development, or any relevant Social Science discipline.

2. Professional experience required:

Candidates must have at least 10 years of appropriate working experience in social development/social work or related field of which at least 3 years should be at a senior management level. Experience in information, education and communication (IEC) Advocacy will be an added advantage.

3. Other relevant skills:

- Working knowledge of policy analysis and development and programme/project planning and management;
- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good planning and organizational skills;
- Resource mobilization skills;
- Management skills including Financial Management skills;
- Must be computer literate;
- Research, Documentation, Advocacy and Social Policy Analysis skills.

4. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a must. Knowledge of other working languages would be an added advantage.

5. Tenure of appointment:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months are considered probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

6. Equal opportunity:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

7. Remuneration:

Indicative basic salary US$ 57,515.00 per annum (P5 Step 1) plus other related entitlements e.g. post adjustment (48% of basic salary), housing allowance (US$ 21,196.80 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

8. Application procedure:

The applications must be made through the AUC E-recruitment Website http://www.aucareers.org, not later than 5 February 2017.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Directorate of Administration and Human Resource Management
African Union Commission
P.O. Box 3243, Addis Ababa (Ethiopia)
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E-mail: au-recruits@africa-union.org

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquaters