



---

**External Publication of Job Posting**

**50184628**

**Job Posting Title**

Chief of Staff - Civilian

**Start Date**

07.02.2017

**End Date**

07.03.2017

**Reference Code**

PSOD20170203

**Job Title**

Chief of Staff - Civilian

**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 regular and short-term vacant posts.

**Department**

Job Title: Chief of Staff - Civilian  
Grade: P5 Step 5  
Reports to: SRCC  
Duty Station: Mogadishu, Somalia  
Posts: 1

**Project**

The Chief of Staff (CoS) reports to the SRCC. The CoS assists the SRCC in maintaining an integrated and coherent functioning of the mission, particularly senior level decision making, administrative, financial and personnel issues, reporting officer for some mission sections, management of the office of the SRCC, planning and policy coordination, and information dissemination. The CoS works closely with Heads of civilian, military and police components, as well as with the DSRCC.

## **Tasks**

- Administration of the Office of the SRCC
- Assists SRCC in overall mission management
- Ensure effective communication flow to and from in the Office of SRCC
- Oversees mission knowledge management
- Ensures the SRCC is informed of critical issues requiring intervention and decision.
- Anticipate and respond to major policy and operational issues, under the direction of the SRCC.
- Facilitates the translation of policy into viable tasks, and works collaboratively to ensure their implementation
- Review and ensure quality control and high-quality standard of all outputs and communications emanating from the Office of the SRCC and indeed from the mission.
- Reporting officer for some specific mission sections.
- Maintains an overview of risk management issues for the mission.
- Assist the DSRCC in evaluating the performance of mission components.
- Serves as a member to the mission Senior Management Team
- Perform specific tasks as delegated and agreed with the SRCC

## **Requirements**

### 1. Qualifications

- Advanced University Degree in Public administration, political science, Law, Public policy and management.

### 2. Experience

- At least 15 years work experience of which at least 5 years must have been in senior managerial position

### 3. Skills And Competencies Required

- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings
- Computer literate and well versed in the use of the Internet, Power Point, Excel and Word
- Demonstrated understanding of management, personnel, administration issues
- Peacekeeping, military, diplomatic, security services, police, or governmental experience essential
- Must be prepared to work in a hardship context and highly pressurized and sometimes hazardous environment

### 4. Language Requirement

Proficiency in English. Knowledge of other working languages would be an added advantage (French, Arabic, and Portuguese)

### 5. Gender Mainstreaming:

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

6. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of one year, of which the first three months will be considered as a probationary period. . Thereafter, the contract could be renewed for annually subject to satisfactory performance and availability of funds.

7. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 137,136.64 inclusive of all allowances for internationally recruited staff, and US\$ 125,531.39 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website 7 March 2017 <http://www.aucareers.org>  
Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

AU Liaison Offices – AMISOM