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**External Publication of Job Posting**

**50184636**

**Job Posting Title**

Head of Political Affairs

**Start Date**

07.02.2017

**End Date**

07.03.2017

**Reference Code**

PSOD20170207

**Job Title**

Head of Political Affairs

**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:	Head of Political Affairs
Grade:	P5
Section:	Political Affairs
Reports to:	D/SRCC
Duty Station:	Mogadishu
Posts:	1

**Project**

Strategic leadership of the political affairs section. Monitor, report and analyze all political aspects of the peace process and report on related developments and prospects. In close liaison and under supervision of the D/SRCC, develop political, conflict prevention and peacemaking initiatives and facilitate the work of the Mission in political affairs as directed, including by managing and coordination of all political initiatives, preparation of drafts, briefs, meetings and reports.

## **Tasks**

- Manage the monitoring and reporting of political and related developments and progress of the peacekeeping operation ;
- Advise the D/SRCC on policy and strategy matters and assist in developing and supervising work programmes and in fostering partnerships regarding political issues.
- Provide technical guidance and ensure efficient functioning of section;
- Organise and coordinate the preparation and implementation of plans of action, programmes and activities of the section;
- Ensure overall management of the Political Affairs section: personnel, budget, performance, quality, discipline, training, in conformity with relevant rules and procedures in force;
- Develop and maintain appropriate working relations with other sections of the mission as required
- Update senior officials of political and related events as they affect the mission in country, regionally and internationally
- Review and approve draft talking points, speeches, memos and briefing notes for meetings and other correspondences for senior officials
- Ensure the proper collection and analysis of data and information on political issues
- Provide direction and advice on actions, policy, political and operational issues
- Perform other duties as may be directed by the immediate supervisors.

## **Requirements**

### 1. Qualifications

Advanced university degree in political science, international relations, international law or similar fields.

### 2. Experience

At least 15 years work experience in a related field with Government, NGO, think tank, or similar multi-lateral, regional or international institution, out of which at least 8 years must have been in a senior managerial position.

### 3. Skills And Competencies Required

- Demonstrated ability to identify strategic issues, opportunities and risks
- Excellent Computer skills and well versed in the use of the Internet, Desktop publishing packages, Power Point, Excel and Word.
- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings.
- Peacekeeping experience highly desirable
- Excellent Computer skills and well versed in the use of the Internet, Power Point, Excel and Word.
- Excellent knowledge of conflict management, international diplomacy, negotiation and mediation approaches, tools, methodologies and programmes
- Excellent writing, negotiating, analytical and communication skills.
- Ability to work in a multicultural setting
- Demonstrated leadership skills
- Must be prepared to work in a hardship context and highly pressurized and sometimes hazardous environment

### 4. Language Requirement:

Proficiency in the mission language English. Knowledge of other working languages would be an added advantage (Arabic and French).

### 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. 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 by 7 March 2017 <http://www.aucareers.org>  
Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

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

### ***Contract Type***

Fixed Term Contract

### ***Employment Fraction***

Full-time

### ***Branch***

AU Liaison Offices – AMISOM