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**External Publication of Job Posting**

**50186252**

**Job Posting Title**

HEAD, PLANNING, MONITORING & EVALUATION DIVISION

**Start Date**

10.02.2017

**End Date**

13.03.2017

**Reference Code**

SPPMERM 03

**Job Title**

HEAD, PLANNING, MONITORING & EVALUATION DIVISION

**Organization**

The African Union (AU), established as a Pan-African continental body, is charged with spearheading the implementation of Agenda 2063 - the 50-year continental shared strategic framework for inclusive growth and sustainable development, and its Ten Year Implementations Plans (the first of which spans 2013-2023) - in order to realize the African Union Vision of "an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the international arena".

The Agenda 2063 Framework was adopted by the AU Policy Organs in January 2015 and its First Ten Year Implementation Plan (FTYIP) in July 2015. Attention is now on its implementation, focusing on: domestication in Member States' National Plans; alignment of strategic plans of AUC departments, Organs and RECS with the FTYIP; development and roll out of an accountability/measurement framework; capacity development; popularization, advocacy and awareness raising, etc.

The Directorate of Strategic Planning, Policy, Monitoring and Evaluation and Resource Mobilization under the Bureau of the Chairperson of the African Union Commission, had a key role in the formulation of Agenda 2063 (with the support of key partners such as the NEPAD Planning and Coordination Agency – NPCA, AfDB, and UNECA), and is now actively engaged (in collaboration with partners and stakeholders) in facilitating its implementation.

The Directorate consists of four Divisions, namely: (i) Policy Analysis and Research; (ii) Planning, Monitoring and Evaluation; (iii) Resource Mobilization; and (iv) Knowledge Management. The mandate of the Directorate is to: coordinate implementation of Agenda 2063; undertake, planning, budgeting, monitoring and evaluation of the Commission's strategic plan and related programmes; mobilize partners' resources; undertake policy analysis and research to inform the Commission's work; and provide various AU entities, staff and various stakeholders access to up to date information and information products, as well as archival material on the OAU/AU to facilitate discharge of their mandates.

The Planning, Monitoring and Evaluation Division, within the Directorate of Strategic Planning, in the context of Agenda 2063 implementation, is tasked with, among other things to:

- Provide the Departments, Directorates and various Units of the Commission with technical support and build their capacity to define priorities, plan, execute and monitor implementation of policies and programmes in

the context of Agenda 2063 Ten Year Implementation Plans;

- Institutionalize Results-Based Planning and Management within the Commission, using among other tools the Logical Framework Approach (LFA);
- In close collaboration with all partners (AUC Departments, AU Organs, RECs and NPCA), develop, and put in place and oversee a functioning Integrated, Planning, Monitoring, Evaluation and Reporting System (IPMERS) for Agenda 2063, building upon AMERT;
- Take the lead in developing the strategic plans or other planning frameworks of the Commission to ensure effective implementation of those areas of Agenda 2063 that fall within Commission's ambit, and ensure the timely evaluation of these plans, and synthesize best practices and lessons;
- Develop, test, adapt and roll out relevant and adapted planning, monitoring and evaluation systems, tools and formats and ensure compliance and update when necessary;
- Work with the AHRM Department to develop and implement training and capacity building activities related to planning, monitoring and evaluation for all relevant staff of the Commission;
- Contribute to the annual reports of the Commission, as well as to the overall report on the implementation of Agenda 2063;
- Establish and maintain a data base on focal points of National Planning Entities (NPE) of Member States, Regional Economic Communities and AU Organs in order to facilitate follow up support to Member States by the Commission.

#### Core Deliverables of the Post

The core deliverables (managerial and technical) of the post include, but are not restricted to the following:

- Approved Division work plans and budgets, on a timely basis, as part of integrated work plan and budget of the Directorate and that of the Commission, in line with established rules and procedures;
- Sound staff management (approved individual work plans, regular appraisals and career counseling and staff development plans), in accordance with rules and regulations of the Commission.
- Regular progress, and other reports produced to inform the work/deliberations of Agenda 2063 statutory bodies, such as the Commission, the Coordination Committee (AUC, NPCA, AfDB, UNECA, ACBF, RECs), the Ministerial Committee on Agenda 2063, and AU Policy Organs;
- A functioning integrated PME system for Agenda 2063;
- Annual Budget Framework Paper produced in a timely manner and of high standard;
- Strategic Plans of the Commission in line with Agenda 2063 Ten Year Implementation Plans;
- Institutionalized Results Based Planning and Management within the Commission and its Regional Offices;
- Commission's Departments, Directorates and Units planning, M&E and budgeting needs fully met by adequate, effective and timely support.
- Other deliverables as determined by Director, SPPMERM and in line with the requirements of the job.

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, Planning, Monitoring & Evaluation Division

Grade: P5

Department: Directorate of Strategic Planning, Policy, Monitoring, Evaluation and Resource Mobilization (SPPMERM)

Supervisor: Director, Strategic Planning, Policy, Monitoring, Evaluation and Resource Mobilization

Duty Station: Addis Ababa, Ethiopia

## **Project**

Approved Division work plans and budgets, on a timely basis, as part of integrated work plan and budget of the Directorate and that of the Commission, in line with established rules and procedures.

- Sound staff management (approved individual work plans, regular appraisals and career counseling and staff development plans), in accordance with rules and regulations of the Commission.
- A functioning Agenda 2063 knowledge management platform in place to serve the needs of AUC, Regional Offices, AU Organs and external stakeholders.
- The Commission as a prime gateway and major hub for sources of information and knowledge on Africa's historic, political, and socio-economic developments.
- Library resources and archives that are up to date with global standards and responsive to the needs of all stakeholders and clients.
- Other deliverables as determined by Director, SPPMERM and in line with the requirements of the job.

## **Tasks**

Under the overall supervision of the Director, SPPMERM, the Head of Planning, Monitoring and Evaluation shall discharge the following managerial and substantive/technical duties and responsibilities:

### Managerial Duties & Responsibilities

- Ensure overall efficient and effective management of the Division: personnel, budget, performance, quality, discipline and staff career development in conformity with relevant rules and procedures in force, with the ultimate aim of ensuring that the objectives assigned to the Division are effectively fulfilled.
- Ensure the development of work plans and budgets and ensuring their integration into work plans of the Directorate and Commission, as well as ensuring approval by the relevant authorities, including the policy organs of the AU;
- Contribute to overall work of the Directorate of Strategic Planning by playing an effective role in the Senior Management Team of the Directorate;
- Build the necessary partnerships with internal and external stakeholders to ensure that the objectives of the Division are met;
- Monitor resources allocated to the division to realize the attainment of its objectives.
- Undertake any other duties and responsibilities as requested by the Director of SPPMERM

### Substantive/Technical Duties

i. On behalf of the Director of Strategic Planning, coordinate Agenda 2063 activities, and ensure in that regard, the following amongst others:

- The elaboration of quarterly work plans, and follow up on their implementation and reporting on progress and challenges;
- Working closely with NPCA, RECs and other partners (AfDB, UNECA), coordinate the development, implementation and operations of the integrated Agenda 2063 PME system;
- Ensure the regular preparation and dissemination of monitoring and evaluation reports of the

Commission, in the context of the implementation of Agenda 2063, including drafting of progress reports of the Commission's activities in support of the implementation of the Agenda 2063;

- Take part in the domestication of Agenda 2063 FTYIP in Member States, RECs, Organs and AUC Departments, synthesize lessons learnt, document best practices and collect all reports.
  - Liaise with AUC Departments to monitor progress on implementation of the Agenda 2063 Flagship programmes.
  - Provide inputs into preparations of the meetings of the Coordination Committee on Agenda 2063 (AUC, AfDB, UNECA, ACBF, NPCA, RECs), STCs, Ministerial Committee on Agenda 2063, as well as AU Policy Organs;
  - Provide technical support to Regional Offices, other Organs, and RECs with respect to their planning, monitoring and evaluation needs in the context of the implementation of Agenda 2063, as needed;
- ii. Lead, in close collaboration with the Head Policy Analysis & Research of SPPMERM, the process of formulation, review and evaluation of the strategic plans of the commission and ensuring in the process, full compliance with the Agenda 2063 Ten Year Implementation Plans.
- iii. Put in place mechanisms to facilitate joint and inter-departmental planning, monitoring and evaluation to overcome the phenomenon of "silos" in the work of the Commission.
- iv. Lead the preparation of the annual Budget Framework Paper, working in close collaboration with PBFA, and all other relevant entities of the Commission, Regional Offices and Organs.
- v. Coordinate the provision of training in Results-Based Planning for relevant Commission staff, and Regional Offices, working in close collaboration with Department of Administration and Human Resources.
- vi. Contribute to the development of the strategic priorities of the Commission, through evidenced-based planning, monitoring and evaluation and information.
- vii. Assist in establishing, in collaboration with the Policy Analysis and Research Division, as well as the Knowledge Management Division, platforms for mutual learning among AUC Departments, RECs, Member States and other stakeholders.
- viii. Effectively supervise and guide the work of the departmental planners and ensure that the planning needs of the various AUC Departments, Directorates and Units are fully met.
- ix. Cooperate with external partners to ensure that the African Union benefits from the latest developments in planning, monitoring and evaluation.

#### Competencies

- Demonstrated capacity in planning, monitoring and evaluation.
- Managerial capacity, team leadership and team building, inter-personal skills.
- Excellent drafting and reporting skills.
- Good communication and negotiating skills.
- Sound planning and organizational skills.
- Strong partnership and networking capacity.
- Ability to coordinate complex multi-stakeholder processes

## **Requirements**

### 1. Educational Qualifications:

Candidate should have the following educational background and work experience:

- A Masters or PhD in social sciences, economics, or other relevant area.
- Advanced training in planning, monitoring and evaluation is needed, including exposure to and understanding of trends and developments with respect to data revolution.
- Working experience in planning, monitoring and evaluation, including experience in setting up and managing PME systems at national or regional levels.
- At least 10 years of working experience, with at least 5 of those as a manager.
- Evidence of regional and international experience.
- Computer literacy and use of modern means of communication tools is an added advantage.

### 2. 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.

### 3. 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.

### 4. Equal opportunity:

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

### 5. Remuneration:

Indicative basic salary US\$ 57,515.00 per annum (P5 Step 1) plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$16,819,20 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.

### 6. Application procedure:

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org>, not later than 13 March 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  
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***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters