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**External Publication of Job Posting**

**50190317**

**Job Posting Title**

Senior Policy Officer

**Start Date**

17.02.2017

**End Date**

20.03.2017

**Reference Code**

AMISOM 08

**Job Title**

Senior Policy 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 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: Senior Policy Officer  
Grade: P3  
Section: Office of the Chief of Staff  
Reports to: Chief of Staff  
Duty Station: Mogadishu, Somalia  
Number of Positions: 1

**Project**

Under the supervision of the Chief of Staff, the Policy Officer will provide substantial support towards mission planning, implementation, monitoring and reporting activities to ensure that the mission is operating according to its mandate, concept of operations, strategic and derivative directives, and that mission systems and procedures are in line with the relevant African Union policies, doctrine, guidelines, systems and procedures.

## **Tasks**

- Support the Chief of Staff in the strategic planning and management of the mission as directed by the Special Representative of the Chairperson and the Deputy Special Representative of the Chairperson of the AU Commission;
- Support the Chief of Staff to lead the preparation of the Mission Implementation Plan (MIP), mission planning cycles, and relevant planning processes;
- Ensure that all mission planning, processes, systems, procedures, evaluations and reporting cycles are in compliance with the mission mandate, reporting obligations, AU policies and procedures, relevant guidelines and any other relevant guiding documentation;
- Identify policy gaps and under the guidance of the Peace Support Operations Division work towards addressing these as may be required;
- Prepare reports of the Senior Mission Leadership Team and Mission Management Team meetings;
- under the authority of the Chief of Staff convene meetings as may be required, and initiate in-mission processes aimed at addressing the needs of the mission;
- Coordinate with the relevant components, sections and units in the mission to prepare briefing notes and other documentation as requested for the Chief of Staff, the Deputy Special Representative of the Chairperson of the Commission and the Special Representative of the Chairperson of the Commission;
- Work closely with the United Nations Mission for Somalia (UNSOM) and the United Nations Support Mission for AMISOM (UNSOA) on relevant areas of coordination, collaboration or harmonization, as may be required;
- Initiate internal reviews, monitoring processes and reporting on matters pertaining to the operation of the mission as may be required or as directed by a superior;
- Undertake regular reporting to the Peace Support Operations Division as requested by the AU Commission or directed by the Chief of Staff; and
- Perform other duties as directed/requested.

## **Requirements**

### **1. QUALIFICATIONS and EXPERIENCE**

A University Bachelor Degree in international relations, political science, policy studies, public administration or a relevant field.

A higher qualification will be an added advantage.

At least 10 years of progressively responsible experience of government, NGO or in a related sector, of which 5 years should be at a supervisory level. Relevant experience in policy development and implementation is required. Similar experience in working in support of an executive function in an international organization, in particular a peace support operation or in the peace and security sector is desirable. Knowledge of African Union peace support operations policies, guidelines, systems and procedures is a strong advantage.

### **2. SKILLS AND COMPETENCIES REQUIRED**

- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings;
- Sound administrative skills and the ability to multi task;
- Meticulous attention to detail;
- Excellent interpersonal and communication skills;
- Highly developed organizational skills and the ability to meet deadlines;
- Possess the ability to work well under pressure;
- Self-motivated, intelligent, creative, very capable and well qualified reliable team player;
- Ability to work in a multicultural setting
- Must be prepared to work in a hardship, highly pressurized and sometimes hazardous environment.

### **3. Language requirement:**

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

4. Tenure of appointment:

The appointment will be made on a fixed term contract for a period of 12 months, of which the first 3 months will be considered as a probationary period. Thereafter, the contract will be for a period of 12 months renewable, subject to satisfactory performance

5. Equal opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The salary attached to the position is a fixed monthly lump sum of US\$ 102,871.50 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 91,267.91 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 20 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  
African Union Commission  
Addis Ababa (Ethiopia)

**Contract Type**

Short Term

**Branch**

AU Liaison Offices – AMISOM