



External Publication of Job Posting

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Job Posting Title

Administrative Officer

Start Date

24.02.2017

End Date

27.03.2017

Reference Code

AMISOM20170203

Job Title

Administrative 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: Administrative Officer

Grade: P2

Section: Administrative Office

Reports to: Chief Administrative Services

Duty Station: Nairobi, Kenya

Number of Post: 1

Project

To provide administrative, logistical and personnel management and leadership for the office. Also to follow up on all protocols, transport of the guests and other officials visiting and facilitate the work of the Mission services as directed, including in preparation of workshops, meetings and conferences.

Tasks

Under the guidance and supervision of the Chief Administrative Services, the Administrative Officer will be

responsible for the following;

- Devising and putting in place an efficient administrative and logistical system in the AMISOM Liaison Office in Nairobi;
- Directing and coordinating administrative and logistical matters of Mission in accordance with the AU Commission administrative logistical policies and guidance;
- Manage the personnel working for the office and ensure that the staff assigned to the office have the requisite professional knowledge and work experience commensurate with the task assigned to them;
- Coordinate the protocols and transport of the elected officials, staff delegates and other official guests visiting the organization;
- Liaises with local authorities, mission stakeholders, and UN Agencies and other parties on behalf of the mission in Nairobi;
- Providing back-stopping services in the areas of administration and logistics to the AMISOM Liaison Office and rendering any assistance required.
- Preparing and submitting reports to the mission area on the implementation status of the activities executed;
- Perform any other duties as may be assigned by the immediate supervisors

Requirements

1. QUALIFICATIONS

Minimum university degree in business administration, political science, public administration, international relations, law or similar fields.

2. EXPERIENCE

At least 3 - 4 years of progressively responsible experience in human resources, budget, general administration, project management or related fields.

3. KILLS AND COMPETENCIES REQUIRED

- 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

4. LANGUAGE REQUIREMENT:

Proficiency in English. Knowledge of other working languages would be an added advantage (Arabic, French 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 short 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\$ 73,743.75 inclusive of all allowances for internationally recruited staff, and US\$ 59,879.72 inclusive of all allowances for locally recruited staff

Applications must be made through the AUC E-recruitment Website 27th 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

Short Term

Employment Fraction

Full-time

Branch

AU Liaison Offices – AMISOM