



External Publication of Job Posting

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Job Posting Title

ASSISTANT MISSION ADMINISTRATIVE OFFICER

Start Date

29.03.2017

End Date

29.04.2017

Reference Code

AMISOM 05 03

Job Title

ASSISTANT MISSION 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.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Assistant Administrative Officer in the department of Peace and Security of the African Union Commission.

Department

Job Title: ASSISTANT MISSION ADMINISTRATIVE OFFICER

Grade: P2 Step 5

Section: Office of Mission Support Services

Reports to: Chief Administrative Services

Job Location: Mogadishu, Somalia

Number of Post : 1

Project

Under the supervision of the Chief Administrative Officer, the Assistant Administrative Officer will provide support to both administrative and substantial assistance as necessary to ensure the efficient and effective work flow and overall implementation of the activities of the Mission headquarters

Tasks

1. Roles and Responsibilities

- Assist in the maintenance of the overall work-flow of the Mission headquarters
- Assist in the development of annual work plans and oversee the implementation of activities against the operational plans
- Assist in coordinating the timely production and submission of narrative/financial reports for headquarters and donors
- Assist in the preparation of routine correspondence
- Assist in the coordination of meeting, workshop /seminar logistics and materials
- Assist in ensuring that staff time and attendance is properly recorded, verified and submitted to the Human Resource Unit of the mission
- Provide assistance in the supervision of national administrative staff, ensuring support and mentoring
- Ensure that the office premises are well maintained and provided with common services
- Assist in the proper management of office assets, including maintenance of inventory, physical verification of assets and disposal of assets
- Maintain a central filing system, ensuring consistent use and appropriate archiving of all official administrative and other documentation
- Perform other duties as directed/requested

Requirements

1. Qualification and Requirements

- A University Degree in business administration, human resources, finance, accounting or related field with at least 3 - 4 years in the same field.
- A University Diploma in business administration, human resources, finance, accounting or related field with at least 5 years in the same field at a specialist level .

2. Other Skills 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.

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 shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

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\$ 88,548.93 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 76,945.34 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 29 April 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

Employment Fraction

Full-time

Branch

AU Liaison Offices – AMISOM