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**External Publication of Job Posting**

**50210660**

**Job Posting Title**

CONDUCT AND DISCIPLINE OFFICER

**Start Date**

30.03.2017

**End Date**

30.04.2017

**Reference Code**

AMISOM 07 03

**Job Title**

CONDUCT AND DISCIPLINE 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 Conduct and Discipline Officer in the department of Peace and Security of the African Union Commission.

**Department**

Job Title: Conduct and Discipline officer  
Grade: P3 Step 5  
Reports to: Senior Conduct and Discipline Officer  
Duty Station: Mogadishu, Somalia  
Number of Post : 1

**Project**

To assist in the dissemination, promotion, familiarization and compliance of staff with the AU PSO Code of Conduct and Discipline policies. Also to assist in the investigation of complaints and undertake proactive training and monitoring, to prevent case of sexual abuse and exploitation

## **Tasks**

Assist in the development and implementation of measures to raise awareness about AU standards of conduct and to prevent and detect personnel misconduct;

- Assist in the development of measures to detect personnel misconduct and ensure compliance with AU standards of conduct;
- Assist in managing data and tracking on all forms of personnel misconduct for all categories of peacekeeping personnel;
- Assist in the development of systems to monitor the implementation and effectiveness of all mission efforts to address personnel misconduct;
- Gather information and assist in the conduct of initial fact-finding through the impartial and independent examination of such complaints, as appropriate;
- Assist in the development and implementation of mechanisms to receive complaints of misconduct by mission personnel in consultation with the Headquarters of ASF;
- Assist in the development and implementation of monitoring and reporting mechanisms on misconduct by mission personnel in consultation with ASF Headquarters;
- Assist in the development and implementation of measures to ensure detection of misconduct and enforcement of AU standards of conduct;
- Assist in the development and implementation of public information and community outreach measures on conduct and discipline issues;
- Perform any other duties as directed by supervisor(s).

## **Requirements**

### **1. QUALIFICATIONS AND EXPERIENCES REQUIRED**

- A Masters's Degree University preferably in Social Sciences, Law, Human Rights, Public Administration, Human Resources Management, Sociology or similar fields Have at least 7 years work experience with a 3 years work experience in a supervisory level with Government, NGO, think tank, or similar multilateral, regional or international institution.
- A University Bachelors Degree preferably in Social Sciences, Law, Human Rights, Public Administration, Human Resources Management, Sociology or similar fields Have at least 10 years work experience with a 5 years work experience in a supervisory level with Government, NGO, think tank, or similar multilateral, regional or international institution.

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

- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings
- Computer literate and well versed in the use of the Internet, Power Point, Excel and Word
- Demonstrated proficiency in the fields of conduct and discipline, dispute resolution, law, human rights, social sciences or human resource management;
- Ability to work in a multicultural setting
- Must be prepared to work in a hardship context and 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\$ 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 30 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