



External Publication of Job Posting

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Job Posting Title

HEAD OF MISSION ANALYSIS CELL (MAC)

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04.04.2017

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AMISOM 08 03

Job Title

HEAD OF MISSION ANALYSIS CELL (MAC)

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 Head of Mission Analysis Cell in the department of Peace and Security of the African Union Commission

Department

Job Title: Head of Mission Analysis Cell (MAC)
Grade: P4 Step 5
Section: Mission Analysis Cell
Reports to: Chief of Staff
Duty Station: Mogadishu, Somalia
Number of Post : 1

Project

Provide forward-looking analysis of the political, security, social, humanitarian, development and human rights developments within the mission area, which could impact on the successful implementation of the mission mandate. Through the Chief of Staff, advise the Special Representative of the Chairperson of the Commission

(SRCC), the Senior Mission Leadership Team, and the Mission Management Team on strategic matters impacting on the effective operations of the mission, and generate recommendations for action; collate and analyze information received from all components within the mission; prepare regular and ad-hoc reports; and ensure regular reporting to the Head of Mission

Tasks

Under the guidance and supervision of the Chief of Staff, the Head of Mission Analysis Cell will be responsible for the following;

- Devise strategies for information collection, analysis and reporting;
- Develop a vision and direction for the work of the MAC;
- Prepare the work plan/strategies and budget of the MAC and plan and allocate work assignments;
- Supervises day-to-day operations of the MAC;
- Develop and maintain a document classification system and ensure its implementation;
- Develop and maintain an archive of records;
- Provide strategic guidance to the Chief of Staff, the SRCC, the Senior Mission Leadership Team and the Mission Management Team;
- Develop positive working relations with national counterparts, embassies, international organizations and other actors as relevant;
- Ensure that regular reporting is undertaken to the AU Commission as required;
- Prepare regular and ad-hoc reports as required; and
- Perform other tasks as requested by the immediate supervisors

Requirements

1. Qualifications and Experiences Required

- A Master's University Degree in Political Science, International Relations, military sciences, Law or a related field. Have at least 7 years work experience in a related field with Government, NGO, think tank, or similar multilateral, regional or international institution.
- A Bachelors University Degree in Political Science, International Relations, military sciences, Law or a related field. Have at least 12 years work experience in a related field with Government, NGO, think tank, or similar multilateral, regional or international institution, of which 7 years must be in a senior managerial position / expertise level.

2. Other Skills and Competence Required

- Ability to conduct research, formulate options and present options and recommendations;
- Ability to identify key issues in complex situations;
- Ability to handle and treat all mission confidential information, documentation, facts and communication with the due confidentiality and refrain from using it for own personal or other advantage;
- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings;
- Ability to monitor progress against milestones and deadlines;
- Demonstrates openness in information sharing and keeping people informed;
- Ability to work collaboratively with colleagues to achieve organization goals;
- Shares credit for team accomplishments and accepts joint responsibility for team short comings;
- Computer literate and well versed in the use of the Internet, Power Point, Excel and Word;
- Excellent writing, negotiating, analytical and communication skills;
- Identify priority activities and assignments; adjusts priorities as required;
- Ability to work in a multicultural setting;

- 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\$ 118,190.24 (P4 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 106,584.99 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 4 May 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