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Job Posting Title

COMMUNICATION OFFICER – PORTUGUESE

Start Date

21.04.2017

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21.05.2017

Reference Code

DIC 01 03

Job Title

COMMUNICATION OFFICER – PORTUGUESE

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 Communication Officer - Portuguese in the Directorate of Information and Communication of the African Union Commission.

Department

Title Communication Officer - Portuguese

Grade: P2

Supervisor: Head of Division, Communication

Directorate: Information and Communication

Duty Station: Addis Ababa, Ethiopia

Number of Post: 1

Project

Support the implementation of the AUC Communication plans which are geared to influence the development

agenda, promote public and media outreach and mobilise support for the programmes of the African Union Commission to Portuguese Speaking audiences.

Tasks

Duties and Responsibilities:

- a. Communication Planning & Implementation
 - Contribute to the development and review of communication plans to support key initiatives for the department
 - Work with the specifically assigned departments of the AUC to understand their needs and provide communication support for all their activities
 - Identify key issues and initiatives for AU and support the development of Crisis Communication plans to mitigate against any potential risks
 - Ensure the dissemination of updated and correct use of the approved AU brand identity iconography and other trademarked or copyrighted material for use in programmes or by partners
 - Coordinate the programmes and projects for public participation and awareness for key campaigns
 - Support coverage of AUC events at HQ and on missions
- b. Content & Editorial Support
 - Support the Head of Division in reviewing editorial content prior to final review and publication
 - Produce written materials for publication and publicity, such as newsletters, annual reports, brochures, leaflets
 - Work with the multimedia and web teams to develop content for digital platforms including webcasts, podcasts, video animations / documentaries as per approved plans
 - Work with Multimedia and Web teams as well as the information division to ensure coverage of AU events and ensure records of material are assigned references and digitally archived.
- c. Digital Platform Communication
 - Work with the web teams to provide translation of content for use on digital platforms
 - Monitor development in digital media platforms and provide updates on trends that can be used to enhance AU profile through relevant content development
 - Ensure the AU Social media channels are updated with content of communication activities
- d. Knowledge Management
 - Compile and disseminate information to focal persons within AU departments and organs and other key stakeholders
 - Identify and categorise key communication stakeholders (individuals / groups) and work with the database officer to create electronic databases that will assist the African Union to categorise, target and communicate more effectively to key audiences on both traditional and digital media
 - Ensure all records of communication activities under his / her jurisdiction are availed to DIC central database and filed for institutional knowledge and reference
- e. Innovation
 - Keep abreast of new technologies and propose adoption of relevant new communication technologies
- f. Advocacy & Public Relations
 - Work with AU departments and organs to identify opportunities for engagement and advocacy with key stakeholders e.g. academia, civil society, private sector etc.
 - Identify key events regionally and globally and identify strategies for creating awareness about AU activities at these events e.g. Economic forums
 - Assist in conducting AUC educational guided tours at the AU Headquarters (including supervision of Volunteers or Interns assigned to carry out tours)

- g. Activity & Budget Management
 - Work with administrative assistant to prepare draft annual budgets for communication division activities
 - Follow up the procurement process of goods and services for communication related activities
- h. Reporting
 - Provide regular (monthly, quarterly and annual) reports of communication activities engaged in within the department
- i. Research
 - Keep abreast of trends in public sector and international development organisational issues as relates to communication and provide reports that can assist AU in engaging its various publics e.g. Afro Barometer reports
 - Support the Brand and Advertising officer in conducting internal as well as external research to gauge communication effectiveness
- j. Perform any other duties as assigned by the supervisors.

Requirements

1. Qualification and Experience Required:

- University Bachelor Degree in Marketing, Communication or related field with 3-4 years of progressively relevant working experience in the areas of brand management, public relations, or corporate communications in a reputable organisation operating preferably in multiple countries.

OR

- University Diploma in Marketing, Communication or related field with 5 years of progressively relevant working experience in the areas of brand management, public relations, or corporate communications in a reputable organisation operating preferably in multiple countries.

- Experience in Digital marketing management

1. Technical Competencies

- Superior knowledge and understanding of branding (public sector communication would be an added advantage)
- Possess good knowledge of and experience with new communication technologies including digital content creation and analytics
- Ability to develop clear communication plans and ensure implementation to achieve desired results
- Experience in production and distribution of publications (print and digital), audio-visual and e-content
- Experience working with creative, advertising, research and media agencies as well as graphic designers
- Have proven ability to be innovative and adapt communication strategies to suit the prevailing conditions and challenges
- Excellent communication and presentation skills
- High level of competency in using key MS Office Suite Programmes - Word, PowerPoint & Excel
- Considerable knowledge of research methodologies and analysis

2. Other Relevant Skills & Competencies

- Good problem-solving skills and a logical approach to work
- Strong creative skills

- Have excellent inter personal skills and be able to work as part of a team
- Have the ability to form and maintain relationships through teamwork and networking
- Be able to work in multicultural environments
- Have high levels of energy with the desire to produce products of world class standards
- Be able to maintain confidentiality
- Good public speaking and presentation skills
- Pays attention to detail
- Excellent time management and ability to work to deadlines
- Professional attitude and ability to work a flexible schedule
- Must be a self-starter and able to navigate within a large organisation

3. Language requirement:

- High level / Holistic knowledge of Portuguese with excellent written and spoken skills and ability to translate content from one of the official languages of the AU to Portuguese;
- Proficiency in written and spoken English.
- Working knowledge of other AU 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\$ 6,002.83 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 5,035.86 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 21 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

Headquarters