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Job Posting Title

PROGRAM OFFICER, EUROPE

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CIDO 01 03

Job Title

PROGRAM OFFICER, EUROPE

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 vacant posts.

The Commission of the African Union invites applications from citizens of Member States for the position of Program Officer, Europe Association in the Directorate of CIDO.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea , Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles , Somalia and South Sudan.

Department

Job Title: Program Officer, Europe
Grade: P2
Supervisor: Head, Diaspora Division
Duty Station: Addis Ababa, Ethiopia
Directorate: Directorate of CIDO
Post One: (1)

Project

SUMMARY OF THE JOB DESCRIPTION

Coordinate the implementation of the African Union Diaspora Initiative in the European Region

Tasks

MAJOR DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Head, Diaspora Division, he/she will be responsible for the following:

- Operate as focal point and provide support for all matters related to the Diaspora in Europe;
- Develop, manage, and monitor project initiatives in the area of diaspora-for-development in partnership with development partners, member states or diaspora groups.
- Prepare, develop, organize and coordinate the inputs of governments, diaspora communities, civil society organizations; intergovernmental bodies, international organizations within this area.
- Monitor and analyze political and socio-economic developments related to the African Diaspora in the European region
- Prepare reports, speaking notes, briefs, draft decisions and resolutions and assist in the preparation and organization of meetings;
- Ensure follow-up actions, initiate and sustain linkages with relevant bodies and AU representational offices in the region as appropriate;
- Plan and prepare the budget and work program of the Division;
- Organize programs for the development of the capabilities of the AU Member States and the Commission in diaspora engagement policy and programming.
- Perform any other duties as assigned by the Director or supervisors of the Division

Requirements

1. EDUCATIONAL QUALIFICATIONS:

A minimum of Bachelor's degree in Political Science, Social Science, Law, Economics, International Relations or related discipline. An advanced university degree (Masters) will be an advantage.

2. WORK EXPERIENCE:

At least 3-4 years of post-qualification experience. National, regional or international experience in Diaspora or migration and development issues will be a distinct asset.

3. OTHER RELEVANT SKILLS:

Must have sound policy analysis skills, preferably in the field of diaspora engagement and migration and development. Excellent verbal and written communications skills are essential; Must demonstrate advanced competencies in grant writing. Must be experienced in project cycle management and must demonstrate familiarity with the development, management and monitoring of major projects and programs. Familiarity with grant management processes of major development partners (World Bank, USAID, EU etc) is a must. Must be able to work under pressure. Must have proven research competencies and analytical skills. Must have good interpersonal skills.

4. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added advantage.

5. TENURE OF APPOINTMENT:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months shall be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

6. GENDER MAINSTREAMING:

The AU Commission is an equal opportunity employer and qualified women are strongly encouraged to apply.

7. REMUNERATION:

Indicative basic salary of US\$ 29,287.00 per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 14,414.40 per annum), education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 21 May 2017.

Directorate of Administration and Human Resource Management
African Union Commission

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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters