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**External Publication of Job Posting**

**50231576**

**Job Posting Title**

SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER

**Start Date**

19.05.2017

**End Date**

19.06.2017

**Reference Code**

IBAR/SPPO/P3/KYA/03

**Job Title**

SENIOR HUMAN RESOURCES AND ADMINISTRATION 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 Interafrican Bureau for Animal Resources (IBAR) is an African Union Institution under its Department of Rural Economy and Agriculture, and located in Nairobi, Kenya, which is aimed to transform the African livestock sector for enhanced contribution to socio-economic development and equitable growth.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Senior Human Resources and Administration Officer in IBAR.

**Department**

Job Title: Senior Human Resources and Administration Officer

Grade: P3

Supervisor: Director, IBAR

Duty Station: Nairobi, Kenya

Number of Positions: 1

## **Project**

Under the supervision of the Director of AU-IBAR, the Senior Human Resources and Administration Officer is the principal adviser to the Director and other members of senior management as well as IBAR staff members broadly, on General Administration and Human Resources matters. The role supports the work of the Bureau by leading the development and implementation of effective, responsive and efficient administrative and human resources strategies, policies, and management systems that are aligned to organizational needs and best practices.

The Senior Human Resources and Administration Officer is a member of the senior management, in his capacity of strategic institutional partner, policy advisor, employee advocate, and a supporter of change management and performance improvement. The Senior Human Resources and Administration Officer will participate in the IBAR governing bodies as required..

## **Tasks**

Under the supervision of the Director of AU-IBAR, the Senior Human Resources and Administration Officer is the principal adviser to the Director and other members of senior management as well as IBAR staff members broadly, on General Administration and Human Resources matters. The role supports the work of the Bureau by leading the development and implementation of effective, responsive and efficient administrative and human resources strategies, policies, and management systems that are aligned to organizational needs and best practices.

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## **Requirements**

### 1. Qualification and work experience required

- University Master's Degree in Public Administration, Human Resources Management, Organizational Development, Business Management, Law, or a related area with seven (7) years of relevant experience with at least three (3) years at a managerial level in Human Resources or Administration with a strong decision making roles .

OR

- University Bachelor Degree in Public Administration, Human Resources Management, Organizational Development, Business Management, Law, or a related area with 10 years of experience out of which 5 years of experience at a supervisory level in Human Resources or Administration with a strong decision making roles .

### 2. Required Skills and competencies

#### Functional Skills and Competencies

- Knowledge of human resources and administrative policies, practices and procedures and ability to apply them in an organizational setting.
- Ability to identify issues, formulates opinions, make conclusions and recommendations in individual and team settings.
- Conscientious and efficient in meeting commitments, observes deadlines and achieves results.
- Develops clear goals that are consistent with agreed strategies.
- Identifies priority activities and assignments and adjusts priorities as required.

- Shows initiative and able to work with minimal supervision
- Excellent knowledge of Human Resources Information Systems such as SAP and office applications. Creates and maintains a result based management system within the Bureau and monitors progress against established milestones.
- Empowers through delegation of appropriate responsibility, accountability and decision-making authority.
- Establishes clear roles and reporting lines for staff.
- Discusses performance, provides feedback, and appraises performance fairly.
- Demonstrates flexibility and willingness to collaborate with others to achieve outcomes.
- Utilizes strong analytical and problem solving skills.

#### Personal Abilities

- Projects a positive image of the efficiency of the Organization.
- Professional motivation overrides personal concerns.
- Shows persistence when faced with difficult problems or challenges.
- Allocates appropriate amount of time and resources for completing work.
- Foresees risks and allows for contingencies when planning.
- Monitors and adjusts plans and actions as necessary.
- Works collaboratively with colleagues to achieve organizational goals.
- Makes sure roles, responsibilities and reporting lines are clear to each staff member.
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.
- Leads and gains the assistance and cooperation of others in a team endeavor.
- Builds trust through integrity, transparency and creating an open and positive environment.
- Fosters harmonious and effective teamwork in a multicultural and multi-ethnic environment with sensitivity and respect for diversity.
- Able to persuade, guide and advise top level stakeholders.
- Able to effectively collaborate with other stakeholders and partners.
- Leads discussions and negotiations on behalf of the Bureau on various issues in his/her area of responsibility.
- Creates a culture where knowledge sharing and effective collaboration is encouraged.

#### Knowledge and Understanding

- Good knowledge and work experience in the area of Human Resources management and administration services
- Experience in management of Human resources functions and administrative services in an international organization is an added advantage.

#### 3. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

#### 4. Tenure of Appointment:

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

#### 5. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eritria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia. However all qualified candidates from AU member states can also apply.

#### 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\$35,300 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment (42% of basic salary), Housing allowance US\$ 17,222.40 (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 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.

How to Apply

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 19 June 2017.

Directorate of Administration and Human Resources Management  
African Union Commission

**Contract Type**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

IBAR, Nairobi