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Job Posting Title

SENIOR PROJECTS AND PROGRAMMES OFFICER

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IBAR/SPPO/P3/KYA/2 03

Job Title

SENIOR PROJECTS AND PROGRAMMES 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 Projects and Programmes Officer in IBAR.POST

Department

Job Title: Senior Projects and Programmes 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 Projects & Programmes Officer will take the lead to develop, implement and evaluate projects. S/he will direct subordinates in programmes and projects development, implementation, monitoring and assessment. S/he will direct review of relevant documents and reports, will identify priorities, problems and issues to be addressed and propose corrective actions. S/he will be in charge of liaising with relevant parties, identifying and initiating follow-up actions.

Tasks

Managerial duties & responsibilities:

- Provide technical guidance to the Director of AU-IBAR on the management of projects and programmes
- Oversee and manage the Project and Programme team and provide a proactive and dynamic framework for the work of the staff of the team
- Promote internal best practices concerning AU-IBAR's, monitoring and evaluation
- Represent AU-IBAR in strategic meetings at Continental, Regional and Member States levels
- Devise and implement the work programme of the AU IBAR so as to ensure it provides the Annual Management plan and the monitoring and evaluation capacity required.
- Participate actively in the management of IBAR along with the other members of the management team.
- Periodic appraisal of staff under the supervision.

Technical duties & responsibilities:

- Coordinate the preparation of AU- IBAR's Annual Management plan
- Provide technical support & build capacities of AU-IBAR staff on Monitoring and Evaluation
- Facilitate development and operationalisation of M&E plans for all AU-IBAR projects and programmes
- Oversee the establishment, operationalization and management of an integrated Performance Management System to measure and improve on the quality of programmes and projects delivery offered by AU-IBAR
- Institutionalize Results-based Management (RBM) within AU-IBAR
- Work closely with African Union (AU) Member States and Regional Economic Communities (RECs) in supporting projects and programs monitoring and evaluation
- Coordinate and facilitate the tracking and monitoring of project performance at Member States
- Prepare and dissemination of regular monitoring and evaluation reports
- Oversee the development of AU-IBAR annual budget Facilitate the development and implementation of the AU-IBAR Strategic Plan.
- Participate in the mobilization of extra-budgetary resources.
- Oversee the development and implementation of a knowledge management system to support the improvement of quality program, project or policy development and delivery.
- Consolidation and preparation of AU-IBAR Quarterly and Annual Progress Reports.
- Perform any other related duties as may be assigned by the Director.

Requirements

1. Qualification and work experience required

- University Master's Degree in Project Management or related social sciences with seven (7) years of relevant working experience in continent-wide projects or programmes management, with at least three (3) years at a managerial level. Experience in data collection and analysis techniques in quantitative and qualitative research, stakeholder relationship management and capacity for partnership and network building

OR

- University Bachelor Degree in in Project Management or related social sciences with 10 years of experience out of which 5 years of experience at a supervisory level in continent-wide projects or programmes management. Experience in data collection and analysis techniques in quantitative and qualitative research, stakeholder relationship management and capacity for partnership and network building.
- Certification in Project Management (PRINCE2, PMP, etc.) is desirable.

One or more of the following additional experience areas would be an asset:

- monitoring and evaluation,
- strategic planning,
- Contract negotiation and contract management.

2. Relevant Skills and competencies required

Functional Skills and Competencies

Professionalism

- Ability to identify key strategic issues, opportunities and risks.
- Ability to generate and communicate broad and compelling organizational direction.
- Ability to communicate clearly links between the Organization's strategy and the work unit's goals.
- Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation.
- Demonstrated ability to negotiate and apply good judgment.
- Pride in work and in achievements.
- Demonstrated professional competence and mastery of subject matter.
- Proven conscience and efficiency in meeting commitments, observing deadlines and achieving results.
- Shown motivation.
- Persistence when faced with difficult problems or challenges, and calm in stressful situations.

Communication

- Speaks and writes clearly and effectively;
- Listens to others;
- Correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match audience;
- Demonstrates openness in sharing information and keeping people informed.

Planning& Organizing

- Develops clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignments;
- Adjusts priorities as required;
- 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;
- Uses time efficiently.

Technology awareness

- Excellent knowledge of Project management, Monitoring and Evaluation applications and softwares such as SPSS, AMERT etc
- Keeps abreast of available technology and understands its applicability to the work of the Organization e.g SAP
- Actively seeks, identifies and applies appropriate technology to improve service delivery.

Personal Abilities

Leadership

- Serves as a role model that other people want to follow: empowers others to translate vision into results;
- Is proactive in developing strategies to accomplish objectives;
- Establishes and maintains relationships with a broad range of people to understand needs and gain support;
- Anticipates and resolves conflicts by pursuing mutually agreeable solutions;
- Drives for change and improvements;
- Does not accept the status quo;
- Shows the courage to take unpopular stands;
- Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work;
- Demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Vision and Strategic Thinking

- Identifies key strategic issues, opportunities and risks.
- Clearly communicates links between the organization's strategy and the Unit's goals.
- Identifies/establishes and communicates broad and compelling organizational direction.
- Establishes and maintains productive partnerships.

Managing Performance

- Delegates the appropriate responsibility, accountability and decision-making authority;
- Makes sure that 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;
- Monitors progress against milestones and deadlines;
- Regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

Collaboration and Teamwork

- Collaborates effectively with same or top level stakeholders i.e. Senior Officers.
- 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.
- 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.

Respect for Gender and Diversity

- Works effectively with people from various backgrounds.
- Performs and relates effectively across organizational boundaries in a diverse multi-national and multicultural setting.
- Treats all people with dignity and respect. Treats men and women equally.
- Shows respect and understanding of diverse points of view and demonstrates it in decision making.
- Examines own biases and behaviors to avoid stereotypical responses and does not discriminate against any individual or group.
- Creates an environment where respect for diversity is embedded in behaviors, systems and processes.

Knowledge and Understanding

- Experience in data collection and analysis techniques in quantitative and qualitative research, stakeholder relationship management and capacity for partnership and network building

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.

How to Apply.

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> not later than 19 June 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 Resources Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

IBAR, Nairobi