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Job Posting Title

SENIOR LEGAL OFFICER – Pan African University

Start Date

11.07.2017

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12.08.2017

Reference Code

PAU 03 / 07

Job Title

SENIOR LEGAL OFFICER – Pan African University

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 human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Legal Officer for the Pan African University within the Department of Human Resources, Science and Technology.

Department

Post:

Job Title: Senior Legal Officer

Grade: P3

Department: Human Resources, Science and Technology (PAU)

Duty Station: Addis Ababa, Ethiopia/Yaoundé, Cameroun.

Number of Positions: 1

Project

Job Purpose:

To provide legal advisory services to the Pan African University management and programmes as well as

oversee student legal issues.

Tasks

Major duties and responsibilities:

- Develop a mechanism for anticipating and responding to student legal issues
- Draft or assist in the drafting of legal texts and memoranda ensure that the interests of the PAU protected and ideals of the African Union are not compromised;
- Provide advice on all issues relating to privileges and immunities of the PAU, as well as experts on mission for the Union;
- Provide legal advice to all the policy Organs of the PAU and AU on the interpretation of legal texts relating to administrative and institutional matters;
- Draft and/or assist in the drafting of administrative contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services;
- Prepare contracts to which the PAU may be a party and offer advice on issues and disputes that may arise from their application;
- Participate in meetings of a legal nature on behalf of the PAU
- Advise on Legal Issues relating to conflict prevention, management and resolution;
- Perform any other related functions as may be assigned by the Supervisor.

Skills and Competencies Required

Functional Skills and competences

- Proven negotiation and arbitration skills
- Good drafting skills
- Ability to identify issues, formulate opinions, make conclusions and recommendations in individual and team settings
- Excellent communication skills

Personal Abilities

- Excellent interpersonal and team building skills and ability to work in a multi-cultural environment
- Taking responsibility for incorporating gender perspectives and equal participation of women and men in all areas of work
- Conscientiousness and efficiency in meeting commitments, observes deadlines and achieves results

Knowledge and Understanding

- Proven Knowledge of legal policies, practices and procedures and ability to apply them in an organizational setting

Requirements

1. Academic Qualification and professional Work Experience required

- University Master's Degree in Law with emphasis in the area of Public International Law, Administrative law, Labor Law or equivalent with 7 years of experience out of which 3 at a supervisory level in legal position in academic institution, government or international organization is required.

OR

- University Bachelor Degree in in Law with emphasis in the area of Public International Law, Administrative law, Labor Law or equivalent with 10 years of experience out of which 5 years of experience at a supervisory level in in legal position in academic institution, government or international organization is required.

2. 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.

3. 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.

4. 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.

5. Gender Mainstreaming:

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

6. Remuneration:

Indicative basic salary of US\$ 35,300.00 (P3 Step 1) 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 12 August 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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters