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Job Posting Title

TEAM LEADER (PROJECT MANAGEMENT TEAM)

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13.07.2017

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Reference Code

PSD 01 /03

Job Title

TEAM LEADER (PROJECT MANAGEMENT TEAM)

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 African 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 applicants who are citizens of Member States for a position in the Department of Peace and Security.

Department

Post:

Job Title: Team Leader (Project Management Team)

Grade: P3

Department: Peace and Security Department

Duty Station: Addis Ababa, Ethiopia

Supervisor: Director, Peace and Security

Number of Positions: 1

Tasks

Major duties and responsibilities:

- Provide conceptual direction, technical leadership and be primarily responsible for the overall management and operational oversight of the day-to-day implementation of project activities;
- Provide managerial and supervisory leadership to the Project Management Team and coordinate the team's work to ensure efficient and effective delivery of project activities and outputs. To this end he/she will:
 - Prepare annual activity work plans and semi-annual reports on the implementation of approved work plans and use of project resources;
 - Participate in the identification and recruitment of project personnel, consultants and sub-contracting firms;
 - Supervise and monitor staff performance and prepare annual performance evaluation reports for each project personnel and short-term consultants;
 - Prepare relevant working documents for and service meetings with donors and partners;
 - Prepare concept papers and organize brainstorming seminar/sessions on topical issues related to the AU peace and security agenda.
- Participate, when feasible, in international or regional conferences, symposia and seminars that are related to enhancing the effectiveness and impact of projects within the Department.
- Identify AU staff training needs, area of study and institution, and facilitate and fellowship process and monitor progress of trainees.
- Manage resource mobilization strategies and liaise with donors and partners to ensure the availability of resources for the effective implementation of project activities and its sustainability, as well as ensuring that donor funds are appropriately reported on.

Requirements

1. QUALIFICATION AND WORK EXPERIENCE REQUIRED:

University Master's Degree in Social Sciences preferably, with training in management, Diplomacy, Programme Management and/or Economics with a good understanding of the sources and dynamics of conflicts, peace and/or security in the African region.

7 years of experience out of which 3 at a supervisory level in an organization devoted to to peace building, conflict management and/or peace and security in Africa.

OR

University Bachelor's Degree in Social Sciences, with training in management, Diplomacy, Programme Management and/or Economics with a good understanding of the sources and dynamics of conflicts, peace and/or security in the African region.

10 years of experience out of which 5 at a supervisory level in an organization devoted to to peace building, conflict management and/or peace and security in Africa.

2. PROFESSIONAL EXPERIENCE REQUIRED

- **Professionalism:** Knowledge and understanding of programmes, administration, management, and operational issues, as well as, systems and methods in complex organizations. Ability to identify issues, analyze and participate in the resolution of issues/problems; sound knowledge of a broad range of thematic areas covered by the AUC and sensitivity to emerging issues of relevance to its vision and mission.
- **Communication:** Good interpersonal skills, excellent drafting ability and communication skills, ability to present complex concepts in a concise and accurate manner, ability to prepare written reports and papers that are clear, concise and meaningful.
- **Teamwork:** Ability to establish effective partnerships and working relations in a multicultural, multi-ethnic and multi-disciplinary environment with sensitivity and respect for diversity.
- **Planning & Organizing:** Ability to apply good judgment in the context of work assignments; ability to plan, coordinate and monitor own work plan, and manage conflicting priorities; multi-tasker, capable of

processing information quickly and under pressure.

- Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/ profession; actively seeks to develop oneself professionally and personally; willingness to learn from others; seeks feedback to learn and improve.

3. Other relevant skills

- Must have the ability to coordinate the work of a professional team together with proven ability to work closely with governments, NGOs and multi-lateral institutions in complex undertakings;
- Have excellent writing, negotiating, analytical and communicative skills.
- Have knowledge of the workings and operations of inter-governmental organizations and agencies
- Computer literacy.

4. 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.

5. 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.

6. 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.

7. Gender Mainstreaming:

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

8. 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.

9. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 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.

African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters