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**External Publication of Job Posting**

**50266827**

**Job Posting Title**

Programmes and Projects Officer

**Start Date**

18.07.2017

**End Date**

19.08.2017

**Reference Code**

SPPMERM / 01 03

**Job Title**

Programmes and Projects 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 Directorate of Strategic Policy Planning, Monitoring, Evaluation and Resource Mobilization (SPPMERM)'s general mandate is to, under the direct authority of the Chairperson of the AU Commission, promote and follow the modernisation of the management tools of the Commission, to support the improvement of the AU's capacity to define priorities and to plan, execute, and monitor the policies and programmes adopted by the different departments of the Commission. The SPPMERM is composed of four Divisions each under the responsibility of a Head of Division. Together with the Director of the SPPMERM, these four Heads of Division constitute the management team of the Directorate.

The Directorate's mandate is also to ensure smooth institutional relationships between the AU and other international institutions, and to coordinate strategic planning among Commission departments. It is also responsible for the development, domestication and follow up of the implementation of agenda 2063.

The Directorate's functions include to:

- establish rules and procedures to ensure coordinated policy development across the Commission; provide strategic planning support;
- establish coordinated administrative programmes and activities; support capacity building; mobilise resources from international partners;
- design monitoring and evaluation procedures for programme assessment;

- provide knowledge management; strengthen the AU's external partnerships and
- contribute to the promotion of the AU worldwide.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Programmes and Projects Officer in the Directorate of SPPMERM. .

### ***Department***

Post

Job Title: Programmes and Projects Officer

Grade: P2

Supervisor: Director, SPPMERM

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

### ***Project***

Job Description Summary

- Provide assistance to the Director in the organization of workshops/seminars, related presentations and documentations
- Provide support in the organization of missions, preparation and submission of reports
- Coordinate report preparation
- Collaborate with the Heads of Division on implementation of formulated work plans, follow up on deliverables and budget execution
- Provide full assistance on the development, monitoring and evaluation of policies and programmes.

### ***Tasks***

Main Duties and Responsibilities

The officer will be responsible to provide necessary professional support to the Director and under his supervision and guidance, he/she will also perform the following tasks:

- Assist in the overall function of the department; integrated process of planning, programming, budgeting, monitoring and evaluation; and support research, analysis;
- Follow up deliverables and budget execution of the department; support the director in meetings, workshops and seminars and prepare reports and presentations;
- Coordinate programme preparation and submissions, and prepare progress reports and other related outcome documents/reports;
- Collaborate with heads of division and officers in tracking implementation of departmental work plans, activities and special projects and programs;
- Support the development, implementation, monitoring and evaluation of the policies and programmes; review documents and reports; identify problems and issues to be addressed and propose corrective actions; liaise with relevant parties; identify and track follow-up actions;
- Assist in the review and analysis of issues and trends, preparation of evaluations or other research activities and studies and ensure effective implementation;
- Assist in the design/enhancement of data collection tools; undertake survey initiatives; review, analyze and interpret responses; identify problems/issues and prepare conclusions ;
- Provide substantive support for meetings and conferences, including proposing agenda topics, identifying participants, preparing documents, presentations and other logistics;
- Participate in missions and produce and submit periodic reports on activities and specific missions;
- Performs other duties as required by the director

## **Requirements**

### **1. Qualification and work experience required**

University Bachelor Degree in Business Administration, Management, Economics, Social or Natural Sciences, Resource Mobilization, International Relations or related field, with emphasis on development and risk management issues with a minimum of 3 years of experience in planning, research and analysis.

OR

University Diploma in Business Administration, Management, Economics, Social or Natural Sciences, Resource Mobilization, International Relations or related field, with emphasis on development and risk management issues with a minimum of 5 years of experience in planning, research and analysis.

### **2. Other Relevant Skills**

The incumbent must demonstrate the following:

- Excellent communication skills (both spoken and written);
- Good analytical capability, critical and creative thinking and ability to pay attention to detail;
- Ability to set priorities, to identify key strategic issues, opportunities and risks;
- Capacity to proactively liaise with other divisions and partners ;
- Excellent ability to work in a team setup; planning and organizing skills; very good sense of accountability; creative skills; commitment to continuous learning;
- Respect to and understanding of diverse points of view;
- Proven ability to participate effectively in a multinational and multidisciplinary team by working collaboratively and sharing knowledge;
- Ability to consistently approach work with energy and with positive and constructive attitude;
- Capacity to work under pressure in a multicultural environment;
- Practical use of ICT tools;
- Good report writing and presentation skills;
- Good understanding of work plans, programs, monitoring and follow up
- Problem solving skills.

### **3. Language Requirement**

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

### **4. Tenure of Appointment**

The appointment will be made on a short term contract for a period of one (1) year, of which the first three months will be considered as a probationary period.

### **5. Equal Opportunities**

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

### **6. Remuneration**

The indicative salary attached to the position is an annual lump-sum of US\$ 72,033.93 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$60,430.34 inclusive of all allowances for locally recruited staff.

### **7. How to Apply**

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 19 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  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters