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Job Posting Title

Senior Policy Officer Tourism

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Job Title

Senior Policy Officer Tourism

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 vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Policy Officer - Tourism within the Department of infrastructure and Energy of the African Union Commission.

Department

Post:

Job Title:	Senior Policy Officer
Post Level:	P3
Department	Infrastructure and Energy
Supervisor:	Head of Transport and Tourism Division
Duty Station:	Addis Ababa, Ethiopia
Number of Posts:	One

Project

Job Purpose:

To provide technical support to the Head of Division in formulation and implementation of tourism policies, project and programmes.

Tasks

Major Duties and Responsibilities:

- Initiate the formulation of policies, plans of action, programmes and project proposals relating to the tourism-sector;
- Facilitate implementation, monitoring and evaluation of tourism projects and programmes in line with the aspirations of the AU Agenda 2063;
- Prepare and coordinate studies and research in the field of tourism;
- Organise and service workshops, seminars and meetings on tourism matters;
- Facilitate implementation of the Tourism Action Plan of the Specialised Technical Committee (STC) on Transport, Infrastructure, Energy and Tourism;
- Facilitate activities of the STC Sub-committee on Tourism;
- Maintain working relations with RECs, UNWTO and other regional and international organizations in tourism matters;
- Ensure overall management of the tourism unit including preparation of its budget and supervise subordinate staff and short-term experts in conformity with relevant rules and procedures in force;
- Produce and submit periodic reports on activities and specific missions; and
- Perform any other related duties as may be assigned.

Requirements

1. Educational Qualifications & Work Experience Required:

University Master Degree in Tourism and Hospitality, Economics, Business Administration, or a related field with seven (7) years of experience in Tourism Policy development and implementation as well as programme/project management out of which at least three (3) should be at supervisory level in regional and international tourism and developmental issues.

OR

University Bachelor's Degree in Tourism and Hospitality, Economics, Business Administration, or a related field with ten (10) years of experience in Tourism Policy development and implementation as well as programme/project management out of which at least five (5) should be at supervisory level in regional and international tourism and developmental issues.

2. Required Skills and Competencies:

Functional Skills:

Planning and organising - Proven ability to plan and organise work within a project; ability to make timely decisions;

Communication - Effective written, oral and presentation skills, particularly ability to draft/present information in a concise and accurate manner; ability to develop consensus among people with varying points of

view.

Personal Abilities:

Teamwork: Excellent interpersonal skills and ability to operate effectively across organizational boundaries; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.

Judgment/Decision-making - Good judgment and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximize productivity and achieve Unit's goals.

Knowledge and Understanding:

Well-developed ICT skills including efficient use of word processing, spreadsheets and other important computer applications.

Knowledge and Experience in policy formulation, initiation and development.

3. Language Requirement:

Proficiency in one of the African Union working languages (English, French, Arabic and Portuguese). Knowledge of a second or all the other working language(s) would be an added advantage.

4. Tenure of Appointment:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve (12) 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. 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 Step1) 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 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.

7. How to Apply:

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 22 September 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.

Addis Ababa (Ethiopia)

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

Headquarters