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Job Posting Title

Project Manager – Access Control and ERM

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04.10.2017

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18.10.2017

Reference Code

SSSD 003

Job Title

Project Manager – Access Control and ERM

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 Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Project Manager endowed with knowledge and experience in Access Control and Emergency Operations Center system design and installation for the establishment of the state of the art Access control system and Emergency Response Mechanism (ERM) projects in the Safety and Security Services Division – SSSD within the Directorate of Administration and Human Resources Management of the African Union Commission.

Department

Job Title: Project Manager – Access Control and ERM

Grade: P3

Supervisor: Head of Division Safety and Security Division.

Duty Station: Ethiopia, Addis Ababa.

Project

To provide hands-on project management and coordination support to the African Union SSSD in the management of cluster IT-based projects, and in planning, procurement, disbursement, accounting and financial management, and other project matters;

The aim is to drive and thoroughly meet the objectives of the access control and emergency operation center systems modernization projects, implement the various interrelated sub-components in a timely and efficient manner, and to help build project management capacity of the SSSD.

Tasks

- The Project manager generally will provide all necessary management and technical support of mainly IT-based projects to SSSD. More specifically will assist the SSSD in the implementation and monitoring of the project as below:
- Ensuring effective communication and consultations with all stakeholders;
- Undertaking the monitoring and evaluation of performance indicators and outcomes against the targets, as agreed with the fund contributors;
- Ensuring that all legal covenants of the project are met;
- Proposing necessary steps or measures to overcome any critical delays in project implementation;
- Handling planning, technical aspects, procurement and financial management, disbursement, and auditing issues arising from implementation of the various project activities;
- Interprets technical statements of work and design documentation as it relates to project planning, budgeting, procurements, implementation, testing, training, and project completion.
- Monitoring and facilitating full compliance of all components with the implementation, technical, legal, procurement and financial requirements of the project;
- Supporting SSSD in financial management, preparing project's budget and allocating funds to subcomponents;
- Preparing requisite periodic reports for the SSSD management and concerned parties as required;
- Keep an eye on all relevant safety objectives and legal requirements
- Other tasks as defined by the SSSD from time to time.

Main Tasks

- Facilitate the definition of project scope, goals and deliverables
- Define project tasks and resource requirements
- Develop full scale project plans
- Assemble and coordinate project staff
- Manage project budget
- Manage project resource allocation
- Plan and schedule project timelines
- Track project deliverables using appropriate tools
- Interprets technical statements of work and design documentation
- Provide direction and support to project team
- Quality assurance
- Constantly monitor and report on progress of the project to all stakeholders
- Present reports defining project progress, problems and solutions
- Implement and manage project changes and interventions to achieve project outputs
- Project evaluation and assessment of result.

Requirements

1. Education Qualifications and Professional Experiences

- A minimum of a University Bachelor's degree in Engineering Electronics & IT from a recognized University;
- International accepted project and program management certification (certified project manager) would be an added advantage.
- Proven knowledge of both theoretical and practical aspects of project management.
- Have at least seven (7) years of experience in managing ICT projects preferably in emergency operation center and access control systems design and installation projects;
- Have at least 3 years of direct experience as a Project Manager for any emergency operations center, technology design and installation or ICT Project financed by the World Bank or any other major partner to AU system

2. Required Skills and Competencies

Functional Skills

- Critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Adaptability

Personal Abilities

- Communication skills
- Influencing and leading
- Delegation
- Stress tolerance
- Teamwork
- Negotiation
- Conflict management

Knowledge and Understanding

- A strong background in project management
- Excellent knowledge and experience with World Bank financed project management, including procurement and financial management.
- Have solid applied experience in project planning, implementation and monitoring.
- Proficient in project management software.
- Fluency in English (reading, writing, speaking). Additional knowledge of other AU languages would also be an advantage;
- Proven inter-personal skills;
- High integrity and accountability, leadership and good team work spirit.
- Good knowledge of AU operations, administrative, procurement and accounting policies and procedures is an added advantage.

3. Language Requirement:

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added value.

4. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of two years, of which one will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance, deliverables and funding availability.

5. Gender Mainstreaming:

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

6. Remuneration:

The salary attached to the position is a fixed 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.

How to Apply

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 14th August 2016.

Contract Type

Short Term

Branch

Headquarters