



External Publication of Job Posting

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Job Posting Title

Communication and Information Technology Technician

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26.10.2017

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27.11.2017

Reference Code

PSD / 005 03

Job Title

Communication and Information Technology Technician

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 Communication and Information Technology Technician in the department of Peace and Security of the African Union Commission

Department

Job Title: Communication and Information Technology Technician

Grade: GSA5

Duty Station: Addis Ababa

Reports to: Head of Peace Support Operations Division

Number of Positions: 1

Tasks

Main Duties and Responsibilities

The Communication and Information Technology Technician shall function under the Head of Peace Support

Operations Division (PSOD) and the direct supervision of the Chief Mission Support Unit and the IT Specialist. He will perform tasks CIT systems installation, management, operating, maintenance and repair of faulty Communications and Information Technology equipment on the inventory of the PSOD.

In Particular, the Communication and Information Technology will carry out the following Tasks:

- Troubleshoot and repair all ICT equipment and maintain all communications equipment in an operational state of readiness.
- Installation of both static and mobile High frequency (HF), Very High frequency (VHF), Ultra High frequency (UHF) Radio stations including but not limited to Digital and Analog trucking systems and all related ancillaries at strategic Headquarters (AUC) and Current Missions
- In conjunction with MIS Division install and maintain the local area network (LAN) and intranet.
- Carryout preventive maintenance of equipment.
- Programming of Radios for Field Missions especially those installed for use on the strategic Link.
- Undertake field Mission where necessary to ascertain the serviceability status of communications equipment and check/repair faulty equipment.
- Carryout trial tests of all new equipment and certify their suitability for use.
- Maintain record of all repairs and maintenance carried out on equipment.
- Installation and maintenance of power supply system.
- Ensure physical security of all ICT equipment maintained in the workshop.
- Provide IT end user support to the PSOD staff.
- Installation of VSAT Antennas in the Field Mission during Startup.
- Maintain 24 hour radio and telephone communication with all stations, all staff, UN Agencies I/NGOs and other civilian agencies within the AOR.
- Ensure that all communications equipment, including HF, VHF and UHF Radios are in proper working condition.
- Ensure all computers and electronic equipment is in proper working condition and maintains an electronic log for all maintenance actions.
- Chronologically receive, process and record all communications for the PSOC.
- Register and forward all email, faxes and messages received as directed by the duty officer.
- Ensure intercom system in the PSOD Meeting Room is working properly.
- Alert the duty officer immediately of any incident/ accident reported.
- Maintain electronic communications log.
- Ensure Information Safety and Security at the PSOC.
- Advise all radio users on proper radio usage in accordance with the SOP.
- Carryout verification exercise in the current Mission on the AU owned communication and IT equipment where necessary
- Perform any other duties as may be assigned by the supervisors.

Requirements

1. Qualifications and Experiences Required

- A recognized diploma in radio and IT engineering and/or similar relevant qualifications and a minimum Grade 12 or equivalent plus at least 4 years of on-job-training or apprenticeship in a recognized institution
- At least five (05) years of industrial job experience

2. Language Requirement:

Proficiency in the mission language English. Knowledge of other working languages would be an added advantage (Arabic, French and Portuguese).

3. Gender Mainstreaming

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

4. Tenure of Appointment

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

5. Remuneration

The salary attached to the position is a fixed monthly lump sum of US\$ 4,179.03 (GSA 5 Step5) inclusive of all allowances for internationally recruited staff, and US\$ 1,779.53 inclusive of all allowances for locally recruited staff.

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.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 27 November 2017.

Directorate of Administration and Human Resource Management
African Union Commission

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters