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**External Publication of Job Posting**

**50340753**

**Job Posting Title**

Legal Project Coordinator

**Start Date**

03.11.2017

**End Date**

28.11.2017

**Reference Code**

10003

**Job Title**

Legal Project Coordinator

**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 Legal Project Coordinator in the Bureau of the Deputy Chairperson of the African Union Commission.

**Department**

Job Title: Legal Project Coordinator

Grade: P2

Supervisor: Deputy Chief of Staff, Bureau of the Deputy Chairperson

Duty Station: Addis Ababa, Ethiopia

Number of Position: 1

**Project**

Job Description Summary:

Under the direct supervision of the Deputy Chief of Staff, the Legal Project Coordinator will be responsible for providing technical and administrative support to the management bodies and all Statutory and Non-Statutory Committees of the African Union Commission.

### **Tasks**

Main Duties and Responsibilities:

The Legal Project Coordinator duties will include:

- Support the delivery of the AU Administrative Bodies and the Administrative Tribunal through quality preparation of annual and quarterly work plans, including budgets;
- Undertake project monitoring and assist in the preparation of quarterly and annual implementation reports, both physical and financial for all the governance bodies;
- Provide communication support on the project to the Staff, and logistical support to project activities and personnel when required
- Ensure that the inputs are relevant to the activities, the activities are results-oriented and ensure the values of the commission are observed throughout the project implementation, including compliance with the Rules and Regulation of the Union;
- Plan the activities of the project and monitor progress against the approved work-plan and budget
- Prepare the annual work plan for the following year, as well as quarterly plans
- Prepare the annual review report, and submit the report to the Deputy Chief of Staff.
- Monitor events as determined in the project monitoring schedule plan, and update the plan as required
- Manage and monitor the project risks initially identified and progressively provide management updates and submit new risks if any to Management for consideration and decision on possible actions if required.
- Monitor financial resources and accounting to ensure accuracy and reliability of reports.
- The Project Coordinator will be responsible for preparing and submitting financial and narrative reports to the Chairperson of the different panels on quarterly basis
- Capture lessons learnt during project implementation – a lessons learned log can be used in this regard
- Provide support to the BDCP advisors on their daily activities

### **Requirements**

1. Educational Qualification and Work Experience Required:

University Bachelor Degree in Law from a recognized University and a certificate in Project Management or a related field with 3-4 years of experience in specific area of project requiring legal expertise in an international organization's context and preparing project reports and management plans.

A Masters degree in Law will be an added advantage.

OR

University Diploma in Law from a recognized University and a certificate in Project Management or a related field with 5 years of experience in specific area of project requiring legal expertise in an international organization's context and preparing project reports and management plans

2. Other Relevant Skills:

- Excellent management and coordination skills
- Computer literacy;
- Analytical skills;
- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good planning and organizational skills.

3. Language Requirement:

Proficiency in English/French is required. Proficiency in other working language(s) would be an added advantage.

4. Tenure of Appointment:

The appointment will be made on a short term contract for a period of 11 (eleven) months, 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 salary attached to the position is a fixed monthly lump sum of US\$ 6,002.83 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 5,035.86 inclusive of all allowances for locally recruited staff.

7. How to Apply:

Applications must reach the Commission not later than 4 December 2017 through the AU Commission's website <http://www.aucareers.org>

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