



External Publication of Job Posting

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Job Posting Title

COMMUNICATION AND PUBLICATION OFFICER

Start Date

16.11.2017

End Date

17.12.2017

Reference Code

AFREC 002 03

Job Title

COMMUNICATION AND PUBLICATION 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 this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for a position of Communication and Publication Officer for within the Department for Infrastructure and Energy of the African Union Commission

Department

Post Title: Communication and Publication Officer
Grade: P2 (Step 1)
Supervisor: Executive Secretary - AFREC
Duty Station: Algiers, Algeria
Department: Infrastructure and Energy
Number of Position: 1

Project

Job Purpose:

To provide technical support to the Executive Secretary on matters related to communication and publication to

ensure publicity of the work of AFREC.

Tasks

Major Duties and Responsibilities:

- Assist the Head of Commission in explaining the Commission's work to the local and international public, both directly and through the media;
- Handle the Head of Commission's media relations, including by arranging interviews and facilitating contacts by the media with the Head of Commission;
- Facilitate media contacts with other senior mission officials;
- Work closely and actively with local, regional and international media to develop an accurate understanding of the Commission's mandate and activities and other related matters;
- Manage the media and public information activities and raise awareness of core thematic areas within the context of the Commission information strategy;
- Establish and maintain close contact with spokesperson of the African Union Commission as well as other international organizations present in the areas of competency of the Commission;
- Administer and manage the media relations activities; conduct general political liaison work as needed;
- Create and maintain high level contact with broadcast media, the press, governmental agencies, international institutions and other civil society organizations (non-governmental organizations, businesses, community organizations, interest groups, etc.);
- Prepare press releases and background notices for use by the media; provide regular and special briefings for the media; arrange for issuance of Commission press credentials;
- Facilitate as appropriate visits by accredited media within the Commission area;
- Monitor the media for coverage of the Commission and other relevant news, identify trends and provide advice to the Head of Commission in this regard, and correct misinformation; prepare and submit proposals for amplifying the Commission's message.
- Coordinate the production of books, publications, technical reports, journals and newsletters of the Commission.
- Prepare extensive directories of regional and international printing and publishing companies and reach tentative agreements with favorable one for long term services.
- Coordinate the production of periodic energy and technical reports for the benefit of Member States and RECs through ICT.
- Update and manage the website or webpage of AFREC

Requirements

1. Educational Qualifications & Work Experience Required:

University Bachelor Degree in Mass Communications, Public Relations, International Relations, Broadcasting or related field such as Social Sciences, Business Administration or Management with 3-4 years of experience in the field of Journalism, Communications, Public Relations, Public Information and Communication. Experience at the national or international level in an institution is an added advantage.

OR

University Diploma in Mass Communications, Public Relations, International Relations, Broadcasting or related field such as Social Sciences, Business Administration or Management with 3-4 years of experience in the field of Journalism, Communications, Public Relations, Public Information and Communication. Experience at the national or international level in an institution is an added advantage.

2. Required Skills and Competencies:

Functional Skills:

- Excellent interpersonal skills
- Drafting, presentation and reporting skills
- Skills in establishing and maintaining effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Skills in managing communication campaigns
- Skills in using and producing various types of media, including video, radio, web, photo;
- Ability to oversee a press office and media monitoring unit;
- Design skills and ability to conduct both effective domestic and worldwide media campaigns;

Personal Abilities:

- Ability to identify strategic issues, provide analysis and solve problems;
- Ability to advise on and effectively manage high profile and sensitive communications challenges;
- Ability to develop and manage a sizeable public information program in a complex environment;
- Ability to assess political trends, public attitudes, local conditions and developments to give advice to senior officials.
- Ability to provide leadership and take responsibility for incorporating different perspectives into substantive work;
- Commitment to the goal of achieving gender balance in staffing;
- Ability to lead and gain assistance of others in a team Endeavour.

Knowledge and Understanding:

- Good knowledge and experience in conducting effective communications with the media, NGO's, government officials, international institutions, business groups,
- In-depth knowledge of management, and strategic and crisis communications;
- knowledge of public information production and awareness of technological developments in radio, video, web, etc.;
- Highly developed communication (spoken, written, public speaking and presentation) skills, including ability to present and defend difficult positions to a wide range of audiences; ability to oversee public opinion.

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 regular term contract for a period of three (3) years, of which the first twelve 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. Equal Opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

Indicative basic salary of US\$ 29,287.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 17,222.40 (per annum), education allowance (75% of tuition and other education 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

Applications must reach the Commission not later than 17 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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AFREC, Algiers