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**External Publication of Job Posting**

**50344978**

**Job Posting Title**

Senior Compliance and Quality Assurance Officer

**Start Date**

16.11.2017

**End Date**

17.12.2017

**Reference Code**

PSTD 03

**Job Title**

Senior Compliance and Quality Assurance 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 Administrations and Human Resources Management Directorate of AUC is undertaking several capacity building initiatives to modernize its systems that enable it to deliver on its mandates.

The Commission of the African Union invites citizens of Member States to apply for the below specified position at the African Union Commission Headquarters, in Addis Ababa Ethiopia.

**Department**

Post:

Title: Compliance and Quality Assurance Officer  
Post level: P3 Step 5  
Immediate Supervisor: Head of Procurement, Travel and Stores Division  
Department: Administration and Human Resources Management  
Duty station: Addis Ababa, Ethiopia  
Number of Positions: 1

**Project**

Job Purpose:

Under the supervision of the Head of Procurement, Travel and Stores Division within the Directorate of Administration and Human Resource Management, the Senior Compliance and Quality Assurance Officer will supervise all the activities done by the Compliance and Quality Assurance Officer.

### **Tasks**

Major Duties and Responsibilities:

The Senior Compliance and Quality Assurance Officer shall perform the following duties:

- Responsible for the establishment and review of quality assurance and compliance protocols, policies and guidelines that promote stakeholder/client satisfaction and prevent any audit queries;
- Plan and monitor quality of work output, reviewing all procurements prior to execution for appropriateness, completeness and accuracy;
- Provide procurement expert advice and guidance on all aspects of procurement functions including on wide ranging and complex technical issues relating to institutional procurement;
- Carry out ex-ante and ex-post control to ensure that procurement procedures and contracts are legally sound;
- Review and clear Bid evaluation reports before submission to the relevant authority for approval;
- Review and clear draft contracts prior to submission to the Office of Legal Counsel for vetting;
- Check and clear invoices for payment without delays;
- Participate in the formulation/revision of procurement strategy, Manual, procedures and Plan;
- Deliver on job training for user departments in procurement techniques, processes and systems;
- Assist and train business units in drafting procurement plans and on procurement matters;
- Work with business units to determine procurement needs;
- Assist in the development of technical specifications and terms of reference, and review them for compliance with the procurement policy and regulations;
- Collaborate closely with other stakeholders/departments (Internal Audit, Office of Legal Counsel, Finance) in upholding the quality of procurement activities;
- Promote the importance of compliance with procurement policies among staff members;
- Check whether procurement records and files are compliant with prescribed Rules and Procedures;
- Respond to queries concerning alleged violations of or non-compliance with the Rules and Regulations;
- Any other duties that maybe assigned from time to time.

## **Requirements**

### 1. Educational Qualifications & Work Experience Required:

- University Master's Degree in Logistics, Supply Chain Management, Business Administration, Law, Accounting & Finance, Economics or in related fields, with 7 years of experience in Quality assurance, Database query and Reporting tools and three (3) years of international experience. Professional certification in applicable areas of study such as Accounting, Audit, Quality Assurance, Lean process implementation or Purchasing is an added advantage.

A Ph.D. in relevant field is an added advantage.

OR

- University Bachelor's Degree in Logistics, Supply Chain Management, Business Administration, Law, Accounting & Finance, Economics or in related fields, with 10 years of experience in Quality assurance, Database query and Reporting tools and three (3) years of international experience. Professional certification in applicable areas of study such as Accounting, Audit, Quality Assurance, Lean process implementation or Purchasing is an added advantage.

### 2. Required Skills and Competencies:

- Ability to work as part of an internationally diverse team and to be self-managing;
- Excellent planning, organizing and writing skills;
- Excellent communication skills, ability to work in multicultural environments, and ease in interpersonal relationships;
- Reliable and responsible
- Capacity to work under demanding professional circumstances and in an international environment;
- Excellent coordination and negotiation skills;
- Excellent analytical skills;
- Ability to pay attention to detail;
- Excellent organizational and record-keeping skills;
- Good team player while being independent and able to work autonomously.

### 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 shall be for an initial period of two (2) year, the first six (6) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

### 5. Equal opportunities:

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

### 6. Remuneration:

The salary attached to the position is a fixed annual lump sum of US\$ 84,477.46 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 70,613.43 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 17 December 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.

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters