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**External Publication of Job Posting**

**50348790**

**Job Posting Title**

SENIOR COMPLIANCE OFFICER , Ethics Office

**Start Date**

29.11.2017

**End Date**

30.12.2017

**Reference Code**

SPO - Ethics - 00003

**Job Title**

SENIOR COMPLIANCE OFFICER , Ethics Office

**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.

It is imperative for the African Union to cultivate and nurture a culture of ethics and the highest standards of professional and ethical conduct in order to earn the public trust necessary to accomplish the Union's mission and create a positive, productive and motivating work environment. Its Code of Ethics and Conduct sets out the values and principles to guide the conduct and behaviour of African Union staff members and officials. Its purpose is to provide support and guidance for appropriate, ethical behaviour as well as to hold staff members and officials accountable for any lapses in behaviour

The AU Ethics Officer is an independent and autonomous body reporting to the Executive Council through the Chairperson of the African Union Commission. It is tasked to promote the core values of the organization and an ethical culture in all the Union Organs. The Office provides impartial confidential advice and guidance to staff members and elected officials on ethical matters and ensures compliance with Union values. It protects the integrity of the organization and guides staff members in conducting themselves with the highest ethical standards.

The African Union Commission invites applicants who are citizens of Member States to fill in the short-term post of a Senior Compliance Officer (P3) in the Ethics Office hosted at the Headquarters of the African Union Commission.

## **Department**

Job Title: Senior Compliance Officer  
Grade: P 3  
Supervisor: Chief of Ethics  
Department: Office of the Deputy Chairperson  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

## **Tasks**

Main duties and responsibilities:

- Implement Ethics Office policies and procedures on compliance and other related activities to ensure an ethical and proper conduct in the delivery of Union services.
- Manage and maintains the day to day operation of the Ethics Office website and e-learning as well as the submission of online declarations, reports and complaints from staff members and elected officials.
- Establish, manage and operate and promote the use Ethics Office Hotline.
- Receive, inquire and respond to alleged violations of the Code of Ethics and Conduct and other relevant rules, regulations, policies, procedures of the Union.
- Review findings from inquiries and prepare reports on violations including recommendations for appropriate action which may include the conduct of investigation.
- Identify institutional weakness and, in collaboration with other relevant Departments, develop corrective action plans to address them as well as propose preventive measures.
- Provide compliance training in collaboration with human resource management offices especially in the conduct of induction training for new employees;
- Prepare and submit quarterly and annual report on compliance issues in the Union.
- Perform any other responsibilities as may be assigned by the Chief of Ethics.

## **Requirements**

### 1. Qualification and work experience required

- Master's Degree in Social Sciences, Law or any relevant equivalent degree in the areas above-mentioned with over 7 years working experience, out of which three years should be a supervisory level OR
- A Bachelors degree with a minimum of 10 years of relevant experience out of which 5 years should be at supervisory level.
- Experience in implementing policy management

### 2. Knowledge, skills and abilities

- Excellent oral and written communication (in both English and French) and analytical skills
- Very good knowledge and practical use of computer office applications, online applications, web management and good knowledge and application of MS-Word, MS-Excel, MS-PowerPoint.
- Knowledge of key African Union Treaties, Statutes and Policies including the Constitutive Act, the Code of Ethics and Conduct and Harassment Policy
- Good team player and result oriented.
- Excellent drafting skills
- Attention to detail and ability to work effectively under pressure;
- Ability to organize and present data in an understandable and useful manner

- Good interpersonal skills, organisational ability and time management;
- Willingness to extend service beyond working hours, as and when necessary
- Proactivity, adaptability and flexibility

### 3. Language Requirement

- Fluency in English and French is required. Knowledge of any additional AU working language will be an added advantage.

### 4. Tenure of Appointment

The appointment will be made on a short term contract for a period of eleven (11) months, of which the first three months will be considered as a probationary period.

### 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 monthly lump sum of US\$ 6,922.50 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 5,955.53 inclusive of all allowances for locally recruited staff.

### 7. How To Apply

Applications must be made through the AUC E-recruitment Website <http://aucareers.org/> not later than 30 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