



External Publication of Job Posting

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Job Posting Title

POLITICAL OFFICER (PEACE & SECURITY COUNCIL SECRETARIAT)

Start Date

04.12.2017

End Date

04.01.2018

Reference Code

POPSD03

Job Title

POLITICAL OFFICER (PEACE & SECURITY COUNCIL SECRETARIAT)

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 at Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the position of Political Officer (Peace & Security Council Secretariat) within the Department of Peace and Security

Department

POST:

Job title: Political Officer (Peace & Security Council Secretariat)

Post level: P2

Department: Peace and Security Department

Supervisor: Secretary to the Peace & Security Council

Duty Station: Addis Ababa, Ethiopia

Number of Positions: Three (3)

Project

JOB PURPOSE:

To provide assistance to the work of the Peace and Security Council of the African Union.

Tasks

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Secretary to the Peace and Security Council, the Political Officer will be responsible for the following duties:

- Assist in servicing meetings of the Peace and Security Council;
- Assist in preparing briefings of the Chairperson of the Peace and security Council and the Commissioner for Peace and Security on peace and security issues be it to the Peace and security Council or other entities;
- Provide all secretarial and logistical services to the Peace & Security Council, to enable it discharge its mandate effectively;
- Ensuring the timely preparation of working documents for the Peace and Security Council;
- Preparing analytical studies reports, briefings notes and background papers for the Peace and Security Council;
- On a regular basis, engage in monitoring the stream of data and information transmitted to the Secretariat from the Divisions of the PSD in an attempt to identify and propose appropriate entry point for the AU Commission or the AU Peace and Security Council;
- Assist in promoting and disseminating information through seminars, symposia and conferences, as well as the electronic media, of the work of the Peace & Security Directorate;
- Researching on issues related to peace and security and promote cooperation with African and international institutions in Africa;
- Monitoring the implementation of Decisions of the Peace and Security Council, including the enhancement of its working methods and practice;
- Designing a vision, formulate strategies and new approaches for the Secretariat;
- Assisting in supporting and secretarial services to the Council, including closed and open meetings, informal working groups and subsidiary bodies of the Council;
- Performing other duties as may be assigned from time to time by the leadership of the Secretariat of the Peace and Security Council.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE REQUIRED:

University Bachelor Degree in Political Science, Law, International Relations, Government Public Relations or a related field with 3-4 years of experience in Government Service, International Organization, a University or Research Institute and Practical involvement on Peace & Security issues with an International Organization. A Masters' degree in fields related to Peace & Security in Africa will be an added advantage.

OR

University Diploma in Political Science, Law, International Relations, Government Public Relations or a related field with 5 years of experience in Government Service, International Organization, a University or Research Institute and Practical involvement on Peace & Security issues with an International Organization.

2. REQUIRED SKILLS AND COMPETENCIES:

A. Functional Skills:

- Drafting working documents and outcomes of the meetings of the Peace and Security Council;
- Excellent drafting and reporting skills;
- Excellent communication and negotiating skills;
- Good planning and organizational skills;
- Must be computer literate;
- Communication: Effective written, oral and presentation skills.

B. Key Results Areas/Outputs – Personal Abilities:

- Reporting function;
- Judgment and Decision-Making;
- Sound judgment in interpretation of instructions and guidelines;
- Coordination of assignments;
- Leadership and management skills and abilities;
- Ability to mediate successfully in conflict situations;
- Ability to effectively manage and direct the work of teams of professional, senior and experienced officers;
- Ability to work in a team;
- Ability to operate effectively across organizational boundaries;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity;
- Ability to draft/present information in a concise and accurate manner;
- Ability to organize and motivate others;
- Ability to work in a multi-cultural environment.

C. Knowledge and Understanding:

- Excellent knowledge of current political, security, socio-economic and humanitarian situations in Africa and the world;
- Demonstrated excellence in report writing, policy analysis;
- Qualitative and quantitative analysis skills;
- Teamwork and working in multi-cultural environments;
- Networking among expert groups and organisations;
- Negotiation and consensus building;
- Punctuality and working under tight time schedules;
- Diligence when unsupervised;
- Professionalism;
- Computer literacy.

3. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages is mandatory; fluency in additional AU official working languages would be an added advantage.

4. TENURE OF APPOINTMENT:

The appointment will be made for a period of three (3) years, of which the first twelve (12) months will be considered as probatory period. Thereafter, the contract could be for a period of two years' renewable, subject to satisfactory performance and deliverables.

5. EQUAL OPPORTUNITIES:

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

6. REMUNERATION:

Indicative basic salary of US\$ 29,287 (P2 Step 1) per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$14,414.00 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 7800 per child per annum) for internationally recruited staff of the Commission.

How to Apply:

Applications must reach the Commission not later than 4th January 2018 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

Headquarters