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**External Publication of Job Posting**

**50360814**

**Job Posting Title**

EXECUTIVE SECRETARY - AOSTI

**Start Date**

23.01.2018

**End Date**

23.02.2018

**Reference Code**

AOSTI 07

**Job Title**

EXECUTIVE SECRETARY - AOSTI

**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 Executive Secretary for the African Observatory of Science, Technology and Innovation (AOSTI) within the Department for Human Resources Science and Technology (HRST) of the African Union commission based in Malabo, Equatorial Guinea.

**Department**

1. Post

Job Title: Executive Secretary

Grade: P6

Supervisor: Director, Department of Human Resources Science and Technology

Duty Station: Malabo, Equatorial Guinea

Number of Position: 1

## **Project**

### **2. Job Purpose**

To oversee all operations, functions and activities of the AOSTI and provide strategic direction AOSTI Programme Development and implementation, Advocacy Facilitation and Networking to lead the organization in the realization of its mission.

## **Tasks**

### **3. Main Responsibilities**

#### **A. AOSTI Administration and Management**

- i. Oversee and take responsibility of all administrative, managerial, technical, financial, and program management of the AOSTI;
- ii. Provide decisions and directions on budget management under the AUC's Financial Rules of Regulation and manage the financial implications of program implementation;
- iii. Manage all aspects of AOSTI using a team-based approach, with full responsibilities for staffing, financial and administrative matters under the purview of AOSTI and take charge on the recruitment and management of the AOSTI's staff;
- iv. Oversee the AOSTI's performance and monitor results compliance with defined indicators of management performance, including program delivery and resource mobilization;
- v. Work to ensure that capacity is built within the AOSTI 's staff, through mentoring staff performance and seek innovative ways of transferring skills to the AOSTIs clients;
- vi. Direct and manage the AOSTI resources (human, finance, physical) and activities;
- vii. Ensure that the AOSTI accounts are audited in accordance with the African Union policies and procedures;

#### **B. Program Development and Implementation:**

- i. Establish/implement the governance structure of the AOSTI;
- ii. Develop and implement strategy and programmes of AOSTI;
- iii. Manage liaisons with the Host Country in accordance with the Host Country Agreement;
- iv. Manage, administer and further the vision, mission and objectives of the AOSTI;
- v. Manage the implementation of the AOSTI work plans as well as undertake strategic marketing of the AOSTI;
- vi. Develop proposals and mobilise financial resources for the implementation of the AOSTI programmes and related follow-up activities;
- vii. Direct and provide leadership for
  - the development of guidelines and procedures for the organisation and conduct of national and regional STI surveys
  - the organisation of regional workshops on Sciences, Technology and Innovation (STI) indicators and surveys
  - the review of STI national surveys and the preparation of regional comparative analysis thereof
  - the preparation of relevant STI manuals, training materials and background studies
  - the network of STI indicators designated competent national authorities
- viii. Prepare and submit to AUC-HRST comprehensive annually work plans and progress, financial reports and budgets;
- ix. Mobilize from governments, foundations, the private sector, and other donors the financial and human resources needed to execute the programs and their constituent activities;
- x. Provide status and progress reports and briefings to the Executive Board, Technical Advisory Panels and the AU Specialized Technical Committee on Education, Science and Technology
- xi. Maintain the reputation of the AOSTI by the relevance, quality, completeness timeliness, and accessibility of the STI information;
- xii. Any other tasks delegated by the HRST Director.

#### **C. Advocacy, Facilitation and Networking:**

- i. Undertake advocacy work and represent the AOSTI to its partners and other organisations;
- ii. Represent AOSTI at conferences, intergovernmental meetings, professional seminars, and similar events;
- iii. Explain AOSTI's position and perspectives on STI matters and work being undertaken on STI and its relevance;
- iv. Identify and cement strategic partnerships bridging the public and private sectors to raise co-financing, increase the impact and promote replication of successful interventions in other parts of Africa and countries in the region;
- v. Identify and develop strategic partnerships with donors, private sector, specialized agencies, private sector and NGOs through thematic consultative forums and meetings of coordination groups to provide a setting for dialogue, advancing AOSTI's image as an entrusted partner and impartial broker between developmental actors;
- vi. Conduct advocacy campaigns for supporting AOSTI and Africa's STI related programs, and ensure that communications and mass media and inter-organizational outreach activities in support of those programs are undertaken;
- vii. Work closely and in partnership spirit with other Africa's STI-related organizations, UN relevant agencies and international similar institutions, in support of the realization of a cohesive continental and international program and unified mission approach with Africa's STI organizations and REC's.

## **Requirements**

### 4. Education Qualification and work Experience Required

- PhD qualification in a field of study related to Science, Technology and Innovation studies (such as economics of innovation, technology/innovation management, science and technology policy studies, mathematical statistics or physics).
- A minimum of 10 years of research experience in the relevant fields (innovation for development, science and technology).
- Experience in managing a research institution and conducting researches and studies related to Science, Technology and Innovation.

### 5. Required Skills and Competencies required

#### Functional Skills

- Strong Research Skills
- Transparent and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Knowledge of fundraising strategies and donor relations
- Strong written and oral communication skills

#### Personal Abilities

- Ability and curiosity to learn new and complex concepts quickly
- Strong organizational abilities including planning, delegating, program development and task facilitation.

#### Knowledge and understanding

Experience in data visualization tools like Tableau, QlikView, MicroStrategy etc. desired

Experience in big data ecosystems (Hadoop, No-SQL etc.) desired;

Strong conceptual and creative problem-solving skills;

### 6. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### 7. 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.

8. Gender Mainstreaming:

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

9. Remuneration:

The indicative annual salary attached to the position is a lump sum of US \$ 142,506.35 (P6 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 126,410.03 inclusive of all allowances for locally recruited staff.

How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 23 February 2018.

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***

Fixed Term Contract

***Employment Fraction***

Full-time

***Branch***

AOSTI