



External Publication of Job Posting

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Job Posting Title

Senior Civilian Policy Officer

Start Date

05.03.2018

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05.04.2018

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PSOD201803057

Job Title

Senior Civilian Policy 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 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.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Senior Civilian Policy Officer in the department of Peace and Security of the African Union Commission

Department

Job Title: Senior Civilian Policy Officer
Grade: P3 Step 5
Section: Policy Development Unit
Reports to: Chief of PDU
Duty Station: Addis Ababa
Posys: 1

Project

The position is located in Policy Development Unit, Peace Support Operations Division, in the Commission of the African Union (AUC), Addis Ababa, Ethiopia. The position falls within the overall functions of the PSOD to plan, launch, direct, manage, sustain and liquidate peace support operations mandated by the Peace and

Tasks

- 1) Assist in interpretation of all policy requirements emanating from all relevant African Union decision-making bodies, and understanding their impact on peace support operations;
- 2) Remain fully updated with peace support operations trends and developments, both in the context of the African Union and elsewhere;
- 3) Liaise with other units, divisions and departments in the African Union Commission and the Regional Economic Communities/Mechanisms (RECs/RMs) to strengthen coordination on matters relevant to peace support operations policy;
- 4) Assist in unit and division work plans;
- 5) Assist in the development and implementation of resource mobilization strategies;
- 6) Assist in the conduct of assessment, monitoring and evaluation initiative of the Peace Support Operations Division;
- 7) Assist in engagement with AU Member States on policy initiative;
- 8) Coordinate and conduct workshops, technical consultations, dialogue sessions and other activities as required;
- 9) Closely liaise with other civilian personnel in the Peace Support Operations Division and provide support to the development of the civilian dimension of the African Standby Force and civilian dimension of AU-mandated peace support operations as required and directed;
- 10) Perform any other tasks as may be assigned by the direct supervisor.

Requirements

1. Qualifications and Experiences Required

The candidates must have a University Master's Degree with 7 years of experience out of which 3 at a supervisory level or a University Bachelor Degree with 10 years of experience out of which 5 years of experience at a supervisory level. The domain of education considered for this post are Law, Public Administration or other related fields.

2. Skills and Competencies Required

- 1) **Organizational Competencies:** Demonstrates integrity by modeling the AU's values and ethical standards; Advocates and promotes the ASF vision, mission, and strategic goals of AU; Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favoritism.
- 2) **Professionalism:** Demonstrated proficiency in the fields of conduct and discipline, law, human rights, social sciences or human resources management. Knowledge of institutional mandates, policies and guidelines pertaining to conduct and discipline. Knowledge of investigation and disciplinary processes. Demonstrated professional competence in assignments held to date. Strong analytical capacity, and ability to identify, analyse and articulate complex issues/problems. Ability to work independently with minimal supervision. Ability to apply good judgment in the context of assignments given. Ability to conduct research, including ability to evaluate and integrate information from a variety of sources and assess impact on the conduct and discipline activities. Ability to work under extreme pressure, on occasion in a highly stressful environment. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

3) **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

4) **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

3. **Language Requirement:**

Proficiency in the mission language English. Knowledge of other working languages would be an added advantage (Arabic, French and Portuguese).

4. **Gender Mainstreaming**

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

5. **Tenure of Appointment**

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

6. **Remuneration**

The salary attached to the position is an annual lump-sum of US\$ 96,921.34 inclusive of all allowances for internationally recruited staff, and US\$ 78,461.08 inclusive of all allowances for locally recruited staff.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 5-April-2018. Directorate of Administration and Human Resource Management African Union Commission Addis Ababa (Ethiopia)

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.

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters