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**External Publication of Job Posting**

**50375874**

**Job Posting Title**

GENDER EXPERT

**Start Date**

20.03.2018

**End Date**

23.04.2018

**Reference Code**

GEWGDD03

**Job Title**

GENDER EXPERT

**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.

At its 30th Assembly in January 2018, the African Union adopted a decision to ensure gender parity is achieved by 2025 within the institutions and organs of the Union. This decision builds on previous efforts to achieve gender parity and will ensure a more systematic, inclusive, and evolving and accelerated approach to gender parity within the organisation.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, filling its regular vacant, fixed and short-term posts.

The Commission of the African Union invites applicants who are citizens of Member States for the fixed-term post of Gender Expert in the Directorate of Women, Gender and Development Directorate of the African Union Commission.

**Department**

POST:

Job Title: Gender Expert

Grade: P4 (Step 5)

Supervisor: Director Women, Gender and Development

Department: Women, Gender and Development

Duty Station: Addis Ababa  
Number of Position: 1

## ***Project***

### **JOB PURPOSE SUMMARY:**

This position will provide operational and strategic guidance to the directorate on policy issues. Strategically, the incumbent will play a key role in guiding the directorate's efforts in implementing the gender strategy for the AU and define actions to increase the visibility and influence of the directorate on continental and global policy discussions. It will therefore require demonstrated experience in working in the field of social and economic development with a strong understanding of policy and legal frameworks which promote and protect gender equality and women's empowerment. The incumbent is expected to help advance the AU's policy work using sound evidence and most recent research and practice in the field of social and economic policy in delivering the advisory services and expanding outreach efforts. The success of this assignment will be a factor of the incumbent's ability to apply a multi-disciplinary and systems approach to gender equality and women's empowerment, grounding arguments in verifiable evidence, identifying key entry points, demonstrating innovation and risk taking and have the capacity to produce high quality and succinct written documents.

## ***Tasks***

### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Advise the directorate's efforts in implementing the gender strategy for the AU and mainstreaming it into the organization's work in the short, medium and long term, including defining programmes of work, resources and budgets for the stated periods;
- Create tools and methods of work to enable the Directorate to stay abreast of emerging issues, forecast future needs, focus its efforts on strategic and transformational initiatives and create targeted and strategic relationships based on complimentary areas of strength;
- Advise the Directorate on actions to strengthen and influence policy implementation and integration within RECs, Member States, Organs and specialized agencies;
- Advise the directorate on actions to influence policy discussions at continental and global levels through providing substantive technical written inputs that consolidate and advance understanding of the AU's work and key policy challenges and responses relating to gender on the continent;
- Advise the directorate on technical support and guidance to the Commission, Member States and Regional Economic Communities in defining actions and developing synergies with existing policies required to successfully implement the AU's commitments set forth in Agenda 2063, other existing policy instruments and in relevant Decisions and Declarations from Policy Organs;
- Advise the Directorate on initiatives that further the implementation of the gender strategy including campaigns, media engagements, strategic relationships, policy and research papers, technical and financial support;
- Prepare substantive inputs (quality briefings, discussion papers and policy documents) into key strategic AU documents and ahead of statutory technical and consultative and other officially approved meetings through comprehensively analyzing and researching issues under review as well as the political, social and economic situation on the continent and in Member States from a gender perspective;
- Recommend initiatives that boost sharing of experiences and cross-organizational learning and strategy design to advance the gender agenda and ensure all issues are comprehensively addressed;
- Prepare substantive policy guidance notes, contribute to advocacy and communications materials highlighting trends and developments on gender equality and women's empowerment at global, regional and continental levels;
- Identify and advise on entry points for new initiatives for the AU to strengthen national and local capacities for gender equality and to support the advancement of women's empowerment and gender equality

in the country;

- Perform any other duties as may be assigned.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATION & WORK EXPERIENCE REQUIRED:**

- University Master's Degree in Social Sciences, Gender, Human Resources, Organisational Development or Business Administration with 7 years of Experience in Human Resources with an emphasis on Diversity & Equal opportunity, Policy Design & Implementation field, Dealing with Human Rights and/or Human Resources Gender Policy, Change Management, Organisational Development and Equal Opportunity Policy Implementation. In-depth and demonstrated knowledge in applying gender & diversity to change management & organisational development and developing & upgrading organisational and human resource policies. Experience or certificate in coaching will be an advantage

OR

- University Bachelor Degree in Social Sciences, Gender, Human Resources, Organisational Development or Business Administration with 12 years of Experience in Human Resources with an emphasis on Diversity & Equal opportunity, Policy Design & Implementation field, Dealing with Human Rights and/or Human Resources Gender Policy, Change Management, Organisational Development and Equal Opportunity Policy Implementation. In-depth and demonstrated knowledge in applying gender & diversity to change management & organisational development and developing & upgrading organisational and human resource policies. Experience or certificate in coaching will be an advantage

#### **2. REQUIRED SKILLS AND COMPETENCIES:**

- Solid analytical, writing skills, and communication skills (including developing advocacy messages)
- Sound knowledge and skills in training and facilitation
- Team spirit and excellent interpersonal relations.
- Ability to work under pressure and under rapidly changing conditions
- Experience working with high level policy makers
- Demonstrated knowledge of Microsoft suite applications
- Strong self-organizational, research and technical writing skills;
- Demonstrated analytical and technical skills in policy formulation, monitoring and knowledge management, technical report writing and program forecasting;
- Ability to process large amounts of data, prepare synthetic and on-demand analytical reports and formulate evidence-base recommendations to stakeholders;
- Demonstrated capacity to lead policy discussions at high levels and in competitive environments with the aim to advocate, promote organizational priorities, initiatives and increase understanding of the organizational agenda;
- Demonstrated ability to pay attention to detail while keeping track of overall key performance indicators;
- Experience working in multi-cultural environments.

#### **3. LANGUAGE REQUIREMENT:**

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added value. The ability to communicate in both English and French (oral and written) will be an asset.

#### **4. TENURE OF APPOINTMENT:**

The appointment will be made on a fixed term contract for a period of two (2) years, of which the first six months

will be considered as a probationary period. It shall be renewable subject to performance and availability of funds.

5. EQUAL OPPORTUNITY:

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 annual lump sum of US\$ 110,951.49 (P4 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 92,867.97 inclusive of all allowances for locally recruited staff.

7. HOW TO APPLY:

All applications must reach the African Union Commission not later than 23rd APRIL 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 Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters