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**External Publication of Job Posting**

**50517548**

**Job Posting Title**

Compliance Officer , Ethics Office

**Start Date**

05.06.2018

**End Date**

09.07.2018

**Reference Code**

CP /eth/ 02 /03

**Job Title**

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 Office 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 member 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 Compliance Officer (P2) in the Ethics Office hosted at the Headquarters of the African Union Commission.

## **Department**

### 2. Post

Job Title: Compliance Officer  
Grade: P2  
Supervisor: Chief of Ethics  
Duty Station: Addis Ababa, Ethiopia  
Number of posts : 1

## **Tasks**

### 3. Main duties and responsibilities:

- Implement Ethics Office policies and procedures.
- Ensure ethical and proper conduct in the delivery of Union services;
- Develop and maintain the day to day operation of the Ethics Office website, ethics applications and e-learning / training;
- Administer online gift declaration, conflict of interest disclosure, financial and asset declaration and other online declarations, reports and complaints from staff members and elected officials;
- Provide support to establish, manage, operate and promote the use Ethics Office Hotline
- Receive, inquire and provides technical support to the Ethics Office to respond to alleged violations of the Code of Ethics and Conduct and other relevant rules, regulations, policies, procedures of the Union
- Gather, review and present findings from inquiries and prepare draft reports for consideration by the Senior Compliance Officer and/or the Chief of Ethics on violations and including recommendations for appropriate action which may include the conduct of investigation
- Identifies institutional weakness and in collaboration with other relevant Departments, prepares proposals for the development of corrective action plans for consideration by the Ethics Office to address them as well as preferring preventive measures.
- Prepares documents and assists in providing compliance training in collaboration with human resource management offices especially in the conduct of induction training for new employees
- Prepares and submits quarterly and annual reports on compliance issues in the Union
- Any other responsibilities as may be assigned by the Chief of Ethics

## **Requirements**

### 4. Qualification and work experience required

- A University Bachelor Degree in Social Sciences, Law or any relevant equivalent degree in the areas above-mentioned with a minimum of 3-4 years relevant work experience. Additional qualification in IT, Computer Science is an added advantage.

OR

- A University Diploma in the above-mentioned fields of study with a minimum of 5 (five) years of relevant work experience. Additional qualification in IT, Computer Science is an added advantage.
- Experience in implementing policies, rules and regulations.

### 5. Knowledge, skills and abilities

- Knowledge of and familiarity with key African Union Treaties, Statutes and Policies including the Constitutive Act, the Code of Ethics and Conduct and Harassment Policy
- Ability to understand and interpret policies, regulations and rules, analyze and compile to ensure compliance

- Excellent drafting skills
  - Ability to organize and present data in an understandable and useful manner
  - Excellent oral and written communication (in both English and French) and analytical skills
  - Attention to detail and ability to work effectively under pressure;
  - 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.
  - Proactivity, adaptability and flexibility
  - Good team player and result oriented.
  - Good interpersonal skills, organisational ability and time management;
  - Willingness to extend service beyond normal working hours, as and when necessary
6. Language Requirement
- Fluency in English and French is required. Knowledge of any additional AU working language will be an added advantage.
7. 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.

8. Gender Mainstreaming

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

9. REMUNERATION:

The salary attached to the position is a fixed annual lump sum of US\$ 85,212.07 (P2 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 66,751.81 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 9 July 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**

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters