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Job Posting Title

Senior Policy Officer, Energy Information Systems (AFREC)

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Job Title

Senior Policy Officer, Energy Information Systems (AFREC)

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 Senior Policy Officer, Energy Information Systems for the African Commission on Energy (AFREC) Department of Infrastructure and Energy of the African Union commission based in Algiers, Algeria.

Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

Department

1. POST

Post: Senior Policy Officer, Energy Information System

Grade: P3

Supervisor: Director/AFREC

Duty Station: Algiers, Algeria
Department: Infrastructure and Energy

Tasks

2. Major Duties and Responsibilities

Under the general guidance of the Executive Director, and within delegated authority, the incumbent will perform the following duties:

- Develop and regularly update the AFREC's "Africa Energy Information System and Database" (AEIS);
- Collaborate with the AFREC's technical advisory parties on the creation of the Information System; Develop technical model and formats for the System; and monitor its establishment and operation;
- Establish direct and effective contact channels with the AFREC's Focal Points in Energy Ministries of the African Member States and always assure the timely receipt of energy information and data for the system;
- Manage the competency of the Focal Points;; Provide periodic training and continually update their directory and mailing contacts;
- Implement the Road Map recommended by the AFREC 2nd International Seminar for the creation of the System and seek technical assistance from associated partners whenever matters; Prepare a plan for information dissemination and determine the means for that;
- Coordinate activities with professional staff of the commission in building and monitoring the development of the system; Assign responsibilities and disseminate tasks;
- Manage projects involving feasibility studies, systems analysis, design, development and implementation of new, moderately complex systems;
- Provide specialized advice to users, analyzing users' requirements and translating these into development of more friendly responsive system;
- Maintain, upgrade or enhance the user systems; trouble shoot and provide continuing user support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems, etc.;
- Develop and maintain computer programs that require integration of many interrelated systems and program elements; ensure appropriate data security and access controls considering both local and wide area issues;
- Organize and perform unit and integrated testing, designing and utilizing test bases; assist users in acceptance testing;
- Develop training materials, operating and user manuals; train staff in assigned systems;
- Provide technical assistances to RECs, RPPs and Member States in the establishment of their individual systems;
- Conduct research, analyse and evaluate new technologies and information techniques and make recommendations for their deployment;
- Prepare and publish periodic and annual reports of the data and organize workshops for their analysis and evaluation;
- Participate in writing reports and papers on systems-related topics, system requirements, information strategy, etc.
- Handle all aspects of contract administration including establishment of service level agreements with vendors and charge back policy for users;
- Manage, monitor and update the Commission's Website and create further Websites and links to house the System whenever needed.

Requirements

3. Qualifications and Experience Required

Education

- A minimum of Master Degree in Computer Science, Information System or Information Technology with sufficient background in energy statistics.
- A relevant combination of university degree, professional training and experience in development of Information Systems and computer-based energy databases and statistics.
- Professional Certificates in Information systems, computer based energy databases and statistics

Work Experience

- At least 7 years of relevant working experience in progressively responsible positions, of which at least five years of professional and managerial experience is in an international organization dealing with energy issues.
- At least 3 years of system development work experience.
- Proven experience energy statistics and computer sciences.
- Working experience in international organization is desirable.
- Candidates with university bachelor's degree can be considered provided they have a minimum of 10 years of relevant working experience.

4. Other Relevant Skills

- Professionalism - Strong theoretical background and substantial experience in information technology/information management, particularly in systems analysis, systems development, database design and programming; good knowledge of several high level programming languages and significant exposure to and demonstrated proficiency in all aspects of programming and analysis, including structured/object-oriented design, relational systems, scripting and query languages, document design and management, hardware and software requirements, systems facilities and execution protocols; strong analytical and problem-solving skills, to include proficiency in the development and implementation of systems of moderate size/complexity; significant practical experience with interactive systems; good knowledge of information infrastructure and IT strategy as it relates to user area; ability to independently maintain assigned systems and develop innovative approaches to resolve a wide range of issues/problems; good knowledge of relevant internal policies and business activities and processes within the area(s) in which the system operates;
- Leadership: Ability to lead a team in interdisciplinary effort as well as management and organizational skills are essential. The incumbent is required to possess a high degree of competence in both substantive and managerial matters related to the post. The incumbent must possess a demonstrated ability to initiate and promote collaborative approaches and implementing joint activities by geographically and culturally disparate partners.
- Research: Outstanding and proven ability to prepare, present and publish good research, reports and studies at the standard level of international class; Proven published papers, books and articles on energy matters especially in Africa; Ability to translate the energy database into solid and meaningful studies; Ability to assess and criticize research quality and make recommendations for amendments.
- Client Orientation - Ability to identify and analyse clients' needs and develop appropriate technology to meet business requirements;
- Commitment to Continuous Learning - Willingness to keep abreast of new developments in the field information technology;
- Communications - Strong communication (spoken and written) skills, including the ability to advise and train users in the use of complex systems/applications and related matters and effectively prepare specifications and other written reports documentation in a clear, concise style;

- Planning & Organising - Ability to organise, plan and implement work assignments, juggle competing demands and work under pressure of frequent and tight deadlines;
- Teamwork - Strong interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

5. 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.

6. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

7. Gender Mainstreaming:

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

8. Remuneration

Indicative basic salary of US\$37,453.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 1,545.60 (per month), education allowance 100% of tuition and other education related expenses for every eligible dependent up to a maximum of US \$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and up to US\$3,300 for locally recruited staff of the Commission.

9. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 9 July 2018 .

Directorate of Administration and Human Resources Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AFREC, Algiers