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Job Posting Title

COORDINATOR - AUSC

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Job Title

COORDINATOR - AUSC

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 at Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of a new organizational structure and the filling of all vacant posts. The AFRICAN UNION SPORTS COUNCIL (AUSC), a Specialized Technical Office of the African Union Commission under the Department of Social Affairs, responsible for implementation and delivery of all technical aspects of sport development and sport for development on the continent. The AUSC Secretariat is based in Yaoundé, Cameroon.

The Commission of the African Union invites applicants who are citizens of Member States for the post of COORDINATOR.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles , Somalia and South Sudan.

Department

Job Title: COORDINATOR
Grade: P5
Supervisor: Director- Social Affair
Department : Department for Social

Duty Station: Yaoundé, Cameroon

Number of posts : 1

Project

Tasks

- The COORDINATOR shall be the Head of the African Union Sports Council Secretariat and responsible for:
- Initiating preparation and formulation of appropriate programs, policies and strategies related to Sports at the continental level and in monitoring their implementation within Member States;
- Supervising the administration and management of the Secretariat, including the preparation of budget and financial as well as personnel management reports;
- Ensuring overall management of the Secretariat, including staffing issues, performance, quality assurance, grievance and manage budget;
- Providing strategic vision and leadership for Architecture for Sport in Africa (ASA) as guided by its Strategic Plan, including business plans(short, medium and long term) and initiate project proposals on Sport related industries;
- Handling corporate communications, including enhancing the profile of ASA with the Government ministries in charge of sport, continental, international and regional and sports confederations and organizations; Universities and other providers of sports development and sport for development Education opportunities;
- Facilitating institutional collaborations and Liaise with sport research institutions, African and international Sport Confederations;
- Initiating project proposals on Sport related industries;
- Preparing programs and budget proposals, project and funding proposals and relating to programs of the Secretariat;
- Carrying out case studies on topics related to sport and benefits derived from participation in sport activity and use of sport as a tool for development;
- Monitoring operational activities and program implementation in terms of expenditure and substance and prepare progress reports with recommendations for corrective action to the Department of Social Affairs when necessary and ensure delivery of activities;
- Analyzing and monitor all aspects of Sports and provide expertise, policy advice and technical leadership within the Department of Social Affairs and AUC;
- Advocacy for and sensitization of Member States and other stakeholders on Assembly decisions related to Sport;
- Preparations and management of Technical Committee, African Games and other meetings and activities including the preparations of documents and reports;
- Study and analysis of problem situations and major trends, plan and harmonize related programs and issues in Members States as well as global commitments in relation to the programme;
- Representing the Secretariat in all meetings and activities related to Sport and report back on issues discussed and on action required;
- Assisting the Department of Social Affairs in enhancing cooperation and collaboration with relevant Department of the Commission, Member States, UN Agencies, AU partners, specialized institution and Non-Governmental organization (NGO,s) and other relevant organizations;
- Promotion of African and International regional cooperation in collaboration with Member States, REC's and inter-governmental organizations, NGO's particularly in implementing decisions and AU Plans for Action;
- Submission of periodic reports on activities including specific missions and progress reports on the implementation of various policy instruments and decisions on sport;
- Directing financial management of AUSC, including fundraising for projects, programmes and research;
- Facilitating achievement of the goals and objectives of the AU Commission and sport in general;
- Project Management including Monitoring and Evaluation.
- Ensuring that Member States develop sport policies, programmes, systems and structures;

- Ensuring that policies developed by Member States are aligned with the Sport Policy Framework, Architecture for Sport in Africa and other continental policies to achieve harmonization and coordination of sports development;
- Overseeing the development of sports in Africa in terms of skills development and social interaction; Promote advocacy of important information such as combating the HIV, Anti-Doping programmes, and person to person development programmes;
- Promoting the participation of women and people with disability in sport and sport related leadership programmes;
- Initiating and enhancing cooperation with international sports organizations with a view to solicit sponsorship, funding and training opportunities;
- Collaborating with ANOCA, AASC and other Sports Confederations as well as sports related NGOs on matters pertaining to development of sport and sport for development in Africa;
- Ensuring that the African Games becomes more competitive to attract the participation of the best athletes on the continent; and
- Facilitation of accountability and transparent mechanisms regarding the proceeds raised from the marketing and sponsorship of the African Games.
- Initiate and engage negotiations with sports marketers, sponsors and partners to raise funds for the African Games and sports in general.
- He/she shall be Secretary to the 3 Technical Committees of the AUSC and report to the Department of Social Affairs.
- To perform any other duties as may be assigned by the Department of Social Affairs and Division of Sport.

Requirements

1. Educational Qualifications requirements

Candidates must have at least a Masters Degree in Sport, Development Studies, Social Sciences, Physical Education and Training, Physical Therapy, or any other relevant disciplines.

2. Experience requirements

Candidates must have at least 10 years of appropriate experience in Sport related issues, at national level of which at least 5 years should be at management level.

- In order to be considered for this position, candidates must have credibility and command respect within the domain sport and will be expected to have the following qualifications and competencies:
- Have served in senior management positions, at the level of Director at national and international for at least three (3) years;
- Have a thorough knowledge of national and international trends of sport and physical education;
- A demonstrable track record of strategic and visionary leadership;
- Have excellent networking and marketing skills.
- Have excellent management skills and experience;
- Be an excellent communicator.

Person Specifications/Other Relevant Skills:

- Working knowledge in the areas of policy analysis, program / project management;
- Experience in management with ability to facilitate interpersonal relationship, organize and motivate others and working in a multicultural environment;
- Excellent ability in drafting and report writing;
- Good skills of communication and negotiation; Must be computer literate.

4. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a requirement.

Knowledge of other working languages would be an added advantage.

5. Tenure of appointment:

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

6. Equal opportunity:

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

7. Remuneration:

Indicative basic salary US\$ 50,746.00 per annum (P5 Step 1) plus other related entitlements e.g. post adjustment (48% of basic salary), housing allowance (US\$ 22,302.00 per annum), education allowance (100% of tuition and other related expenses for every eligible dependent up to a maximum of US\$10,000 per child per annum), etc. for internationally recruited staff of the Commission.

8. How to Apply:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 6 August 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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

AUSC, Yaoundé