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**External Publication of Job Posting**

**50570110**

**Job Posting Title**

Database and Documentation Analyst

**Start Date**

27.08.2018

**End Date**

29.09.2018

**Reference Code**

PSOD201808272

**Job Title**

Database and Documentation Analyst

**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 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 the post of Database and Documentation Analyst (P2).

**Department**

Job Title: Database and Documentation Analyst

Grade: P2

Supervisor: Head, Database & Documentation Unit

Duty Station: Algiers, Algeria

Department: Peace and Security Directorate

Division: Research on Terrorism (ACSRT)

Number of Position: 1

## **Tasks**

- Process information, particularly strategic, political and security information specific to African regions and Internationally;
- Feeding of the Different databases of the Centre;
- Follow-up of Data analysis and evolution;
- Complete the partial information coming through the pipeline by consulting other databases, Focal Points, contacts...etc.;
- Consolidate Data coming from the Focal Point community;
- Assist in the preparation of research studies in relation to the prevention and combating of terrorism;
- Assist in the Geographical marking of the terrorist phenomenon;
- Analysis of Threat and Measures trends;
- Assist in gathering Lessons Learned and identify 'Best in Class' measures and mechanism with regard to the prevention and combating of terrorism;
- Assist in the analysis of surveys and research on the terrorist phenomenon, particularly in the field of preventing and combating of terrorism;
- Assist in the development of multidisciplinary action plans for preventing and combating of terrorism;
- Assist in the Interpretation of national, regional and African Legal Instruments for the prevention and combating of terrorism to determine needs, gaps and identify best in class and to assist in the implementation of recommendations at the National, Regional and African level;
- Analysis of the development, implementation and improvement of National and Regional Legislation and regulation to ensure compliance with the OAU Convention and International Legal Instruments and requirements;
- Assistance in the development of policies and procedures for the prevention and combating of terrorism;
- Gathering, processing, evaluating and communicating security compliance ratings/status.

## **Requirements**

### **1. Qualifications and Experiences Required:**

- Candidate must have at least Bachelor degree in Computer sciences or Computer engineering and at least 3 years work experience in a related field with Government, NGO, think tank, or similar multilateral, regional or international institution.
- A higher qualification will be an added advantage;
- Equivalent academic technical industry certificates (MCSA – CCNA- CWNP) and at least 5 years of experience at a specialist level in a related field with Government, NGO, think tank, or similar multilateral, regional or international institution.

### **2. Skills and Competencies Required:**

- Excellent skills in information processing;
- Excellent ability to planning, organizing, directing, developing and implementing Projects;
- Experience with quantitative analysis tools and tools for Data Treatment and Processing (Data Where Housing and Data Mining);
- Effective verbal and written communications, including active listening skills and skill in presenting findings and recommendations;
- Excellent ability to work under pressure and to deadlines;
- An eye for detail and a sharp, enquiring mind;
- Excellent ability to get to grips with new databases/applications in a limited time frame;
- Backgrounds in business, government, the diplomatic service, International affairs, Security Services, journalism and the academic world;
- Excellent knowledge of physical security principles, equipment and applications;

- Applicants selected will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

3. Language Requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

4. Tenure of Appointment:

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

5. Equal Opportunities:

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

Indicative basic salary of US\$ 31,073 (P2 Step 1) per annum plus other related entitlements such as Post adjustment (48% of basic salary), Housing allowance US\$ 18,547.20 (per annum), education allowance (100% of tuition and other education 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.

HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 29th September 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**

ACSRT, Algiers