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**External Publication of Job Posting**

**50581849**

**Job Posting Title**

JUNIOR PROGRAMME OFFICER- DEPARTMENT OF TRADE AND INDUSTRY

**Start Date**

05.10.2018

**End Date**

21.10.2018

**Reference Code**

T & I / 07

**Job Title**

JUNIOR PROGRAMME OFFICER- DEPARTMENT OF TRADE AND INDUSTRY

**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 of Ethiopia.

In seeking to achieve the above objectives, the African Union seeks to fill the position of Junior Programme Officer in the Department of Trade and Industry to strengthen its capacity to deliver on its expanding mandate.

**Department**

1. POST

Position: Junior Programme Officer

Grade: P1, Step 5

Duration: One (1) year

Supervisor: Director for Trade and Industry

Department: Trade and Industry

Duty Station: Addis Ababa, Ethiopia

**Project**

2. Job Purpose:

In line with the BIAT/CFTA Decision of 2012, which was re-echoed by the 9th Conference of African Ministers of Trade (CAMOT) in December 2014, the African Union Commission was charged with the responsibility to

coordinate and provide overall guidance for the CFTA negotiations, as well as serve as the secretariat for the implementation process and for the High Level African Trade Committee (HATC). With this responsibility, the Department of Trade and Industry was directed to strengthen its capacity in order to deliver on its huge mandate.

### **Tasks**

#### 3. Major Duties And Responsibilities:

Specifically, the Junior Programme Officer shall perform the following tasks:

- Monitor the budget of the Department and supply relevant information to the Director and other officers in charge of the budget execution (budget codes, fund availability and budget balance);
- Liaise with Heads of Divisions and programme coordinators/managers on issues relating to the budget execution and other related issues as specified by the Director;
- Work with Strategic Planning, Monitoring & Evaluation Directorate on partners fund allocation and distribution;
- Prepare and monitor all aspects of general office coordination and maintenance of the office calendar to coordinate work flow, meetings, travel and leave plans for all staff;
- Maintain an overview of the work of the Department to ensure timely administrative support is provided in general and specialized areas;
- Coordinate and make travel arrangements for the Director, Heads of Divisions and officers as per the approved annual work plan;
- Prepare correspondence and special reports as required for general administrative tasks;
- Prepare and participate in Departmental meetings and take minutes and/or notes of such meetings;
- Prepare and participate in the JPA plus Partners' meetings and take minutes and/or notes of such meetings
- Maintain a database of key contacts for the Department of Trade and Industry including experts, senior officials and Ministers from AU member states, RECs, Private Sector, Civil Society and other organisations
- Follow up on mission reports from staff;
- Liaise with Human Resources on all human resources issues including contract renewals, recruitment schedules, annual leave plans, training calendar and any other related matters
- Liaise with Procurement on all departmental procurement requests
- Liaise with Conference Division on the organisation of meetings of the department according to the calendar of meetings
- Perform any other duties as may be assigned by the Director.

### **Requirements**

#### 4. Educational Qualifications Required:

The Junior Program Officer should be in possession of the following Qualifications:

- University Bachelor's Degree in Business Administration, Economics or related field
- Very strong knowledge of SAP system and AMERT.

#### 5. Professional Work Experience Required:

- At least Three (3) years' experience in Partnership, programme management, Communication or related areas;
- Work Experience in Managing Budget executions, Status of Allotment and Expenditures;
- Three (3) years of substantial professional experience in positions of progressive responsibility

including positions at international level working on Trade, Industry and Mining and AU Flagship Projects such as the African Continental Free Trade Area (AfCFTA)

## 6. Skills And Competencies Required

### Functional Skills

- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good organizational skills.
- Computer literacy with proficiency in MS Office Suite;
- Knowledge of principles and practices of planning, records management and general administration;

### Personal Abilities

- Excellent interpersonal skills,
- Ability to work autonomously and in a multi-cultural environment;
- Ability to work in a team and maintain team spirit;
- Ability to establish and maintain partnerships
- Ability to work under pressure, and to act with discretion in a politically sensitive environment and to establish good working relationship with colleagues across the Department and with colleagues in other relevant departments,

### Knowledge and Understanding

- Working knowledge of project management
- Experience in programme/project development, implementation and monitoring;
- Proven knowledge and experience in budget planning and monitoring

## 7. Language Requirement:

Proficiency in at least one of the African Union working languages (Arabic, English, French and Portuguese). Knowledge of other working languages would be an added advantage.

## 8. Tenure Of Appointment:

The appointment will be made on a fixed term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period. Thereafter, the contract will be on an annual basis, subject to satisfactory performance and availability of funds.

## 9. Remuneration:

The salary attached to the position is an annual lump-sum of \$75,024.13 inclusive of all allowances for internationally recruited staff, and \$56,563.87 inclusive of all allowances for locally recruited staff.

## 10. Gender :

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

### HOW TO APPLY:

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 21 October 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