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Job Posting Title

SENIOR POLITICAL/ELECTIONS OFFICER

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10.10.2018

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Reference Code

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Job Title

SENIOR POLITICAL/ELECTIONS OFFICER

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.

The Democracy and Electoral Assistance Unit (DEAU) has a broad mandate of not only coordinating and organizing the participation of the AU in the observation of elections in Africa, but also to promote the enhancement of national electoral processes of Member States of the African Union through the provision of technical assistance and support to Election Management Bodies of Member States of the African Union. Furthermore, the DEAU is mandated to implement the AUC's mandate of promoting and deepening democracy on the continent as enshrined in the African Charter on Democracy, Elections and Governance.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the post of Senior Political/Election Officer under the DEAU within the Department of Political Affairs in Addis Ababa, Ethiopia.

Department

1. Post:

Job Title: Senor Political/Elections Officer

Grade: P3

Supervisor: Head Democracy and Electoral Assistance Unit

Department: Political Affairs

Duty Station: Addis Ababa, Ethiopia

Number of Position: One (1)

Project

2. Job Purpose

To prepare and facilitate the implementation of activities relating to election processes, observation and training carried out by the Democracy and Electoral Assistance Unit of the AU in Member States.

Tasks

3. Major duties and Responsibilities:

- a) Ensure that all of the activities of the DEAU relating to democracy, election observation, electoral assistance and training are implemented.
- b) Make proposal and prepare projects relating to democracy, election observation and electoral assistance.
- c) Provide policy and technical advice to the DEAU and DPA leadership on democracy and electoral issues.
- d) Assist in the management of external partnership with international partners and donors.
- e) Liaise with Strategic Planning and Resource Mobilisation Unit of the AU Commission on the implementation of the Electoral Assistance Fund (EAF) Joint Financial Agreement and the DCI-PANAF Contract on Capacity Building of the AU in the observation of elections.
- f) Assist in resource mobilization effort of the DEAU and DPA including presentation of strategic plan and programme to international partners and donors as required.
- g) Prepare and submit narrative reports to the DPA/DEAU and international partners in line with the Joint Programme/Financial Agreement and the DCI-PANAF Contract on Capacity Building of the AU in the observation of elections.
- h) Represent the DEAU and DPA in meeting with international partners and others as required.
- i) Support the implementation of post-election follow-up activities of the DEAU, including activities relating to recommendations of AUEOM reports.
- j) Support the development and implementation of activities of the Democracy and Election Cluster of the African Governance Architecture (AGA).
- k) Monitor and analyse political and socio-economic trends and their impact on the electoral and democratic processes within AU Member States;
- l) Compile reports, statements, memoranda and draft decisions of meetings on elections and democracy.
- m) Assist in the preparation and organization of meetings, seminars and workshops on elections and democracy.
- n) Establish and maintain relations with Member States and relevant institutions.
- o) Performs any other relevant functions as assigned.

Requirements

4. Qualification and Experience Required:

- Master's Degree in Law, Political Science, International Relations, International Development, Social Sciences or any other related discipline.
- Candidates must have at a minimum of seven (7) years or more experience of which 3 years are at a supervisory level in handling election organization issues or working in international organisations relating to democracy, elections and governance issues.

OR

- Bachelor's Degree in Law, Political Science, International Relations, International Development, Social Sciences or any other related discipline.
- Candidates must have at a minimum of ten (10) years or more experience of which 5 years are at a supervisory level in handling election organization issues or working in international organizations relating to democracy, elections and governance issues.

5. Required skills and Competencies:

- Management experience, excellent interpersonal skills and ability to organise and motivate others and work in a multi-cultural environment;
- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good planning and organizing skills;
- Experience working with donors and international partners; and
- Computer literacy

6. Language Requirement:

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

7. Gender Mainstreaming:

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

8. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of two (2) years, of which the first Six (6) months will be considered as a probationary period. Thereafter, the contract could be renewed for annually subject to satisfactory performance and availability of funds.

9. Remuneration:

Indicative salary for this position is US\$ 96,921.34 (P3 Step 5) per annum including all allowances for internationally recruited staff and US\$ 78,461.08 for locally recruited staff of the African Union Commission.

How to Apply

All applications must reach the African Union Commission not later than 11th November 2018 through the AU Commission's website <http://www.aucareers.org>.

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 Resources Management,
African Union Commission

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

Headquarters