



External Publication of Job Posting

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Job Posting Title

DESK OFFICER, MIDDLE EAST, ASIA AND OCEANIA

Start Date

07.03.2019

End Date

08.04.2019

Reference Code

10000549 - 03

Job Title

DESK OFFICER, MIDDLE EAST, ASIA AND OCEANIA

Organization

1. Background Information

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 these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Desk Officer, Middle East, Asia and Oceania within the Citizens and Diaspora Directorate.

Department

2. Post

Job Title: Desk Officer, Middle East, Asia and Oceania
Grade: P2
Number of posts: 1 (One)
Department: Citizens and Diaspora Directorate (CIDO)
Supervisor: Head of Division, Diaspora Division

Duty Station: Addis Ababa

Project

1. Job Summary

The Desk Officer for Middle East, Asia and Oceania will serve as focal point to provide support to all matters related to the Diaspora in the respective regions, address inputs from governments, diaspora and various institutions on political and socio-economic development, including the development of various projects.

Tasks

4. Main Duties and Responsibilities:

Under the direct supervision of the Head of Diaspora Division, he/she will be responsible for the following:

- Serve as focal point and provide support for all matters related to the Diaspora in the Middle East, Asia and Oceania;
- Prepare, develop, organize and coordinate the inputs of governments, diaspora communities, civil society organization; intergovernmental bodies, international organizations within this area.
- Monitor and analyze political and socio-economic developments related to the process;
- Conduct Desk studies on diaspora related matters in general and on the different countries in the assigned region (Middle East, Asia and Oceania) in particular.
- Build and innovate partnerships with African Diaspora networks in the region of the Middle East, Asia and Oceania
- Organize and innovate development programmes and projects related to diaspora;
- Organize programs for the development of the capabilities of the AU Member States and the Commission to strengthen the AU Diaspora program;
- Support the development of a communication strategy relating to the region.
- Plan and prepare the budget and work programs.
- Prepare reports, speaking notes, briefs, draft decisions and resolutions and assist in the preparation and organization of meetings;
- Write letters, documents, speeches and other correspondence to the supervisor;
- Assisting in ensuring follow-up actions and initiate and sustain linkages with relevant bodies and AU representational offices in the region as appropriate;
- Perform any other duties as assigned by the Director or supervisor.

Requirements

5. Qualification and work experience required:

- A Bachelor's degree in Political Science, Social Science, Law, Economics, International Relations or any other related discipline with 3-4 years relevant work experience

OR

A Diploma in the above listed fields and 5 years relevant work experience.

- Knowledge of at least one of the regions of the Middle East, Asia or Oceania.
- Experience in engagement and outreach.
- Experience in external communication and resource mobilization.

- National, regional or international experience in Diaspora related issues will be a distinct asset.
- Experience in fields related to reintegration, and/or investment is a distinct advantage.

6. Other Relevant Skills

- Excellent drafting skills.
- Excellent reporting, oral and written communication skills. The ideal candidate should be able to communicate with influence;
- Able to work under pressure, particularly as a professional civil servant in a multi-cultural environment.
- Demonstrate professionalism and ability to undertake studies and analytical skills associated with good decision-making.
- Excellent interpersonal skills, sense of accountability and compliance;
- Excellent analytical thinking and problem solving skills;
- Readiness to share information and knowledge at all times, drive for results and continuous improvement;
- Computer literacy and excellent ability to work using MS Word, MS Excel and MS PowerPoint, etc. Knowledge and experience in additional computer office applications and working tools will be an advantage.

7. Languages Requirement

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added advantage.

8. Tenure of Appointment

The appointment will be based on 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.

9. Gender Mainstreaming

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

10. Least Represented Countries

Candidates from the following least represented countries within the AU are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep., Comoros, Congo (DRC), Equatorial Guinea, Ghana, Guinea Bissau, Guinea-Conakry, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R., Sao Tome and Principe, Seychelles, Somalia, South Africa, South Sudan.

11. Remuneration

Indicative basic salary of US \$31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance (\$22,932.00 per annum), education allowance (75% 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.

12. How To Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 8 April 2019 to apply for these vacancies, candidates are required to submit the following:

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).

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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters