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Job Posting Title

SENIOR POLICY OFFICER , PLANNING

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09.07.2019

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Reference Code

10000488 - 03

Job Title

SENIOR POLICY OFFICER , PLANNING

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 its organization structure and the filling of regular vacant posts.

The African Union (AU), established as a Pan-African continental body, is charged with spearheading the implementation of Agenda 2063 - the 50-year continental shared strategic framework for inclusive growth and sustainable development, and its Ten Year Implementations Plans (the first of which spans 2013-2023) - in order to realize the African Union Vision of "an integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the international arena".

The Agenda 2063 Framework was adopted by the AU Policy Organs in January 2015 and its First Ten Year Implementation Plan (FTYIP) in July 2015. Attention is now on its implementation, focusing on: domestication in Member States' National Plans; alignment of strategic plans of AUC Departments, Organs and RECs with the FTYIP; roll out of an accountability/measurement framework; capacity development; popularization, advocacy and awareness raising, etc.

The African Union Commission also developed its fourth Strategic Plan, the Medium Term Plan, (2018 – 2023) that was approved by the PRC in May 2018. It's foundational documents are the Agenda 2063 framework document, Agenda 2063 First Ten Year Implementation Plan and the Institutional Reform Report 2015.

The Directorate of Strategic Policy, Planning Monitoring and Evaluation and Resource Mobilization (SPPMERM) under the Bureau of the Chairperson of the African Union Commission, had a key role in the formulation of Agenda 2063 (with the support of key partners such as the AUDA - NEPAD Planning and Coordination Agency – NPCA, AfDB, and UNECA), and is now actively engaged (in collaboration with partners and stakeholders) in facilitating its implementation. The Directorate also spear headed the development of the Medium Term Plan and is coordinating implementation of programmes and projects within the AU framework documents.

The Directorate consists of four Divisions, each in charge of policy analysis and research; planning, monitoring and evaluation; resource mobilization, and knowledge management. The mandate of the Directorate is: “To develop and maintain constructive and productive institutional relationship between Africa and the rest of the world as well as to coordinate the mobilization of extra budgetary resources; To ensure interdepartmental coordination in strategic planning, for continuous monitoring and evaluation of programme outputs against action plans, as well as to assess the efficiency and effectiveness of programs in realizing organizational goals and objectives. In addition, it shall provide and maintain research and statistical services that will cater for the needs of the entire Commission, other Organs of the Union, RECs as well as Members states”.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Senior Policy Officer - Planning within the Directorate of Strategic Policy, Planning, Monitoring, Evaluation and Resource Mobilization (SPPMERM) of the African Union Commission.

Department

2. Post

Job Title: Senior Policy Officer - Planning
Grade: P3
Supervisor: Head of Division
Department: Directorate Strat. Plan., M&S, Res. Mob (SPPMERM)
Duty Station: Addis Ababa, Ethiopia
Number of Position: 1

Project

3. Job Description Summary

The Division in charge of planning, monitoring and evaluation, within the Directorate of Strategic Planning is responsible for coordinating the development of the overall strategy of the African Union and monitoring and evaluating its implementation, and the Senior Policy Officer for Planning is tasked with assisting in the planning, monitoring and evaluation activities of the division, ensure a result-based approach, provide technical guidance to departments, regional offices and other AU organs in preparing strategically oriented plans and facilitate monitoring and evaluation processes during f the programs lifecycles.

Tasks

4. Main Duties and Responsibilities

- To develop and implement the work programme of the Planning Monitoring and Evaluation Division.
- To build the results based strategic planning, monitoring and evaluation capacity required by the AU
- To participate actively in the activities of the Division along with the other Division members.
- To guide other AUC departments and other AU Organs in preparing the AU programmes, projects and reports in the proper frameworks
- To provide the technical backup required in preparing the AUC Strategic Plans and annual work plans.

- To support all AUC departments , directorates and other AU organs in the strengthening of their strategic planning , results based management and reporting skills;
- To organize and conduct regular internal seminars on strategic planning, results based management and reporting
- To undertake annual or mid-term sectoral monitoring and evaluation report are conducted in each Directorate, Department and other AU Organs.
- To collaborate in the preparation of the annual declaration of the AU's major orientations and priorities on the basis of material collected from each department on the activities and programmes of the Union.
- Any other relevant duties as may be assigned by the Head of Division

Requirements

5. Qualification and work experience required

- Candidates must have at least a Masters degree in Economics or related fields. Seven (7) years of relevant work experience in the field of Strategic Planning and Programmes Monitoring Evaluation with an international organization will be required, with particular reference to the African Situation.

OR

- At least a Bachelor Degree in Economics; additional qualification/post-graduate studies in Statistical Analysis will be highly desirable. Bachelor degree education needs to be coupled with ten (10) years of relevant work experience in the field of Strategic Planning, and Programmes Monitoring and Evaluation within an international organization, with particular reference to the African Situation.
- Additional qualification / post-graduate studies in Statistic Analysis will be highly desirable.

6. Other Relevant Skills and Competencies

Technical skills and competencies:

Proven experience of projects programme management methodologies and practice
 Excellent analytical, problem solving and strategic thinking skills.
 Advanced knowledge of results based planning, monitoring and evaluation methodologies;
 Ability to synthesize and help stakeholders identify strategic priorities in complex work programmes;
 Ability to manage effectively multi-stakeholder planning processes.
 Ability to use analytical tools and quantitative techniques
 Computer knowledge especially in MS Excel and Statistical Data software's is a must;
 Strong technical knowledge and understanding of area of expertise
 Excellent negotiation,
 Knowledge of Procedures and Computerized System design and implementation skills.

Behavioral skills and competencies:

Excellent interpersonal and communication skills
 Excellent ability to organize and motivate others
 Able to build smooth working relationship with various stakeholders, foster accountability culture and compliance to rules and procedures, within his/her team, work environment and work systems
 Displaying a learning orientation, readiness and capacity to share information; high orientation for continuous improvement
 Able to develop others and members of the team
 Showing drive for results and ability to promote change as and when required;
 Able to manage risk
 Displaying integrity, professionalism and sense of diversity and inclusion.

7. Language Requirement:

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

8. Tenure of Appointment:

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

9. Gender Mainstreaming:

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

10. Least Representative Countries:

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

11. Remuneration:

Indicative basic salary of US\$ 37,453.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 22,932.00 per annum and education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10,000.00 per child per annum), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

How to apply

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> no later than 12 August 2019.

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).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

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