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Job Posting Title

POLICY OFFICER ELECTORAL ASSISTANCE AND OBSERVATION

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Job Title

POLICY OFFICER ELECTORAL ASSISTANCE AND OBSERVATION

Organization

The African Union (AU) has a mandate of spearheading unity and integration of Africa with a view to achieving sustainable socio-economic development and structural transformation. The AU pursues this mission within the framework of Agenda 2063 -The Africa We Want, the long-term development blueprint of the continent. The vision of the AU as encapsulated in Agenda 2063 is 'an integrated, prosperous and peaceful Africa driven by its own citizens and representing a dynamic force in the international arena'. Its Headquarters is based in Addis Ababa, Ethiopia.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the post of Policy Officer Electoral Assistance and Observation within the Department of Political Affairs.

Department

1. Post:

Job Title : Policy Officer Electoral Assistance and Observation
Grade : P2 Step 1
Supervisor : Head, Democracy and Electoral Assistance Unit
Department : Department of Political Affairs
Duty Station : Addis Ababa, Ethiopia
Number of Posts : 1

Tasks

2. Major duties and responsibilities:

Under the direct supervision of the Head of Democracy and Electoral Assistance Unit (DEAU) and the overall supervision of the Head of Democracy, Governance, human Rights Elections Division, the Political/Elections Officer shall perform the following tasks:

- Assist in planning and implementing electoral support programmes in the Member States;
- Draft project proposals relating to democracy strengthening and institution-building within Member States;
- Assist in the provision of technical capacity building and advice to Election Management Bodies (EMBs) and other electoral stakeholders as required;
- Assist EMBs in mainstreaming the African Charter on Democracy, Elections and Governance in their mandates;
- Assist efforts aimed at strengthening the capacity of regional and continental fora of EMBs;
- Assist in the management of relations with international partners;
- Support the implementation of post-election follow-up activities of the DEAU, including activities relating to recommendations of the African Union Election Observation Mission (AUEOM) reports;
- Monitor and analyze political and socio-economic trends and their impact on the electoral and democratic processes within AU Member States;
- Prepare political and electoral reports as and when required;
- Assist in the preparation of meetings, seminars and workshops on elections and democracy; and
- Perform any other relevant functions as assigned.

Requirements

3. Qualifications and Experience Required

A Bachelor's Degree in Law, Political Science, International Relations, Social Sciences or any other related discipline and 3- 4 years of experience in working closely with election management bodies and other electoral stakeholders through capacity building and advisory.

OR

A University Diploma in Law, Political Science, International Relations, Social Sciences or any other related discipline and 7 years of experience in working closely with election management bodies and other electoral stakeholders through capacity building and advisory of which 3 at a supervisory level.

4. Other relevant skills

- Computer literacy;
- Ability to work in a team and maintain team spirit.
- Ability to work under pressure, and to act with discretion in a politically sensitive environment and to establish good working relationships both with Government authorities and colleagues
- Excellent drafting and reporting skills;
- Excellent communication and negotiating skills;
- Excellent planning and organizational skills;
- Excellent interpersonal skills and ability to work in a multi-cultural environment.

5. 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.

6. 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.

7. Gender Mainstreaming:

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

8. 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.

9. 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 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)

Branch

Headquarters