



External Publication of Job Posting

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Job Posting Title

POLITICAL OFFICER HARRDP

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Job Title

POLITICAL OFFICER HARRDP

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. Its Headquarters is located in Addis Ababa, Ethiopia.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the post of Political Officer – Humanitarian Affairs, Refugees, and Returnees & Displaced Persons within the Department of Political Affairs.

The Political Officer – Humanitarian Affairs, Refugees, and Returnees & Displaced Persons will provide support in the formulation, development and implementation of the mandate of DPA towards protection of refugees, returnees and other displaced persons at the national, regional and continental levels.

Department

1. Post:

Job Title: Political Officer HARRDP

Grade: P2 Step 1

Supervisor: Head of Division, Humanitarian Affairs, Refugees, Returnees and Displaced Persons

Department: Department of Political Affairs

Duty Station: Addis, Ababa, Ethiopia

Number of Position: 1

Tasks

2. Major duties and responsibilities:

Under the supervision of the Head of Humanitarian Affairs, Refugees, Returnees and Displaced Persons Division, the Political Officer – Humanitarian Affairs, Refugees, Returnees & Displaced Persons shall perform the following tasks:

- Promote the AU Convention for the Protection and Assistance of Internally Displaced Persons in Africa – the Kampala Convention and assist in the organization of campaigns to ensure its ratification, domestication and effective implementation by State parties;
- Monitor the situation of refugees, returnees and internally displaced persons across the continent and promote the implementation of the OUA Convention on the Specific Aspects of Refugee problems in Africa;
- Prepare briefings and participate in field missions with the Sub Committee of the Permanent Representatives Committee on Refugees, Returnees and Internally Displaced Persons to Member States most affected by the problem of forced displacement and prepare reports on the same;
- Ensure follow up actions on recommendations of AU conferences and summits on refugees, returnees, IDPs and other victims of forced displacement;
- Provide information and analysis relating to humanitarian situations within the continent;
- Work with AU partners on the humanitarian situation, disaster preparedness and emergency response;
- Prepare and present timely written reports and documents on the humanitarian situation in Africa;
- Establish contacts and facilitate coordination with Member State Experts to ensure effective implementation of relevant AU instruments relating to forced displacement in Africa;
- Perform any other related duty as may be assigned from time to time.

Requirements

3. Qualification and work experience required:

A Bachelor's Degree in Degree in Social Sciences, Law, Political Sciences, and International Relations related discipline and 3- 4 years of experience in the field of humanitarian assistance at national, regional, continental and/or international levels .

OR

A University Diploma in in Social Sciences, Law, Political Sciences, and International Relations related discipline and 7 years of experience in the field of humanitarian assistance at national, regional, continental and/or international levels 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
 - Experience in projects design, implementation and monitoring;
 - Excellent training and group facilitation skills, with due regard for cultural and gender issues;
 - Have a good capacity to handle policies and legal matters.
 - 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 (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

4. 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