



External Publication of Job Posting

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Job Posting Title

DATA PROCESSING OPERATOR

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Job Title

DATA PROCESSING OPERATOR

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.

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 and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Data Processing Operator (GSA5) within the Department of Peace and Security (African Centre for the Study and Research on Terrorism (ACSRT), Algiers, Algeria).

Department

1. Post

Job Title: Data Processing Operator

Grade: (GSA5)

Supervisor: Head, Database and Documentation Unit

Duty Station: Algiers, Algeria

Department: Peace and Security Department

Number of

Posts: 01

Project

2. Job Summary

The overall responsibility of the Data Processing Operator will be to assist the unit in information gathering Design, Manage and Maintain Database System and storage, using the existing database applications.

Tasks

3. Main Duties and Responsibilities:

Shall be responsible to the Head of Database and Documentation Unit for the following:

- Design, Manage and Maintain Database System;
- Develop and maintain databank on a range of issues relating to the prevention and combating of terrorism
- Participate in the dynamics of the Situation Room of the Centre
- Feeding of the different databases of the Centre
- Assist in information gathering and storage using existing database applications
- Assist in data analysis;
- Any other duties and responsibilities that may be assigned by supervisor.

Requirements

4. Qualification and work experience required

- Candidate must have at least a Diploma in Computer Science, Computer Engineering, Database Administration, Information System, Information Technology, Data Management, Website Administration or Software engineering with at least five (5) years' Work Experience in a related field with Government, NGO, think tank, or similar multilateral, regional or international research institution.
- A higher qualification will be an added advantage

5. Other Relevant Skills

- Excellent skills in relational databases design and development
- Experience working with Qualitative and Quantitative data analysis tools
- Ability to gather and process information using available data warehousing and data mining techniques
- Proven knowledge of Geographic Information System (GIS)
- Effective verbal and written communication skills, including skills for the presentation of findings and recommendations
- Very good ability to work in a team setup and collaborate
- Excellent ability to work under pressure and meet deadlines

2. 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.

3. 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.

4. Gender Mainstreaming:

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

5. 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.

6. Remuneration:

Indicative basic salary of US\$ 15,758.00 (GSA 5 Step 1) per annum plus other related entitlements e.g. Post adjustment 48% of basic salary, Housing allowance \$ 16,813.44 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 20 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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

ACSRT, Algiers