



**External Publication of Job Posting**

**50689666**

**Job Posting Title**

CULTURAL/INFORMATION OFFICER

**Start Date**

09.08.2019

**End Date**

10.09.2019

**Reference Code**

10001256 - 03

**Job Title**

CULTURAL/INFORMATION OFFICER

**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 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 Cultural/Information Officer in the African Union Permanent Delegation for the League of the Arab States located in Cairo, Egypt.

**Department**

2. Post

Job title: Cultural/Information Officer

Grade: P2

Number of posts: 1 (One)

Department: Bureau of the Chairperson, African Union Commission

Supervisor: Permanent Representative - AU Delegation to the League of the Arab States

Duty Station: Cairo, Egypt

**Project**

3. Job purpose

Under the supervision of the Permanent Representative, the overall assignment of the Cultural/Information Officer shall be to develop the basic documents of social and cultural activities planned under the office of the Permanent Delegation. The Officer shall also issue the press release and follow up relations with the media outlet and inform on all activities of the Africa-Arab Partnership.

### **Tasks**

Duties and responsibilities:

The Officer shall:

- a) Create, classify, collate and store information in order to create reports, publications and website content such as press releases
- b) Handle tasks related ongoing projects within the League of Arab states, with specific emphasis on the planning, implementation, monitoring and evaluation and reporting phases;
- c) Follow up all Africa Arab Cultural Institute (AACI) activities and advise the Institute on measures to be taken to materialize and effectively implement decisions emanating from the Africa–Arab Cultural Ministerial Conferences.
- d) Implementing the joint Africa–Arab social and cultural action plan
- e) Responsible of handling activities with the media and press outlet in Cairo.
- f) Responsible for the continuous work with civil societies, the youth and women
- g) Participate in the preparation of the monthly meetings for the African Group of Ambassadors in Cairo
- h) Organizing Africa Day celebration and other related events.
- i) Perform all other related tasks as assigned by the Head of the mission.

### **Requirements**

5. Qualification and Experience Required:

The Officer should have:

- a) Minimum of Bachelor Degree from a recognized University in Political Science or International Relations or any other related field. Additional academic qualifications in these or related fields will be an added advantage. A minimum of 3 - 4 (three to four) years relevant work experience preferably in a diplomatic work environment, public institutions or similar organizations, with very good exposure to Africa-Arab cooperation is required.

OR

A Diploma level of academic qualification from a recognized University in the above fields of study with a minimum of 5 (five) years relevant work experience, preferably in the work environments stated above.

- b) Excellent knowledge of the areas of cooperation between African and Arab countries.
- c) Knowledge of existing cultural diversity is required; knowledge of media and communication management is an advantage.

6. Other relevant skills and competencies:

- a) Excellent analytical and problem solving skills; ability to identify alternative approaches or actions to a problem, make decision and take action quickly at his/her level and upon consultation as need be;
- b) Very good planning and organizational skills
- c) Excellent drafting skills
- d) Very strong oral and written communication skills; able to communicate with impact.
- e) Excellent reporting, oral and written communication skills. The ideal candidate should be able to communicate with influence;
- f) Ability to detect and gather information relevant to his/her role, share appropriately complying with information management standards and guidelines;
- g) Ability to work effectively across business units, geographies and culturally sensitive environments;
- h) Very good interpersonal skills; ability to create positive working relationships with both internal and

external stakeholders. Able to work under pressure, particularly as a professional civil servant in a multi-cultural environment

- i) Shows high level of professionalism, accountability and responsibility, towards outcomes and compliance;
- j) Shows learning orientation, willingness to promote continuous improvement in self, working systems, job efficiency and objectives through initiatives and innovation
- k) Very good capacity to work with computer applications, specially MS Word, MS Excel, MS PowerPoint and other Microsoft office applications; Knowledge and experience in additional computer office applications and working tools will be an advantage.

#### 7. Language requirement:

Excellent command of one of the AU working languages (Arabic, English, French and Portuguese). Knowledge of any of the other three will be an added advantage.

#### 8. Tenure of Appointment

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider 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 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\$ 31,073.00 (P2 Step1) per annum plus other related entitlements e.g. Post adjustment 48% of basic salary, Housing allowance \$ 19,103.64 per annum, Housing allowance, education allowance (100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$ 10, 000.00 per annum for the internationally recruited staff and \$3,300 per child per annum for locally recruited staff).

#### 12. How to Apply

All applications must reach the African Union Commission not later than 9 September 2019. Through the AU Commission's website <http://www.aucareers.org>.

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 Resources Management, African Union Commission Addis Ababa, Ethiopia

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Cairo Office