



**External Publication of Job Posting**

**50697319**

**Job Posting Title**

SENIOR POLICY OFFICER – ENERGY

**Start Date**

14.10.2019

**End Date**

18.11.2019

**Reference Code**

10001486 - 03

**Job Title**

SENIOR POLICY OFFICER – ENERGY

**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 at Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of new organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Senior Policy Officer - Energy within the Department of Infrastructure and Energy based in Addis Ababa, Ethiopia.

**Department**

1. Post:

Job title: Senior Policy Officer - Energy

Post level: P3

Supervisor: Head of Energy Division

Department: Infrastructure & Energy

Duty Station: Addis Ababa, Ethiopia

Number of Position: 1

## **Project**

### **2. Job Purpose**

To provide technical and professional support to the Head of Energy division in initiating formulation of programs, policies, guidelines and conducting research related to Fossil Energy-Oil and Gas and facilitate coordination of stakeholders and partners in the hydrocarbon sector

## **Tasks**

### **3. Major Duties and Responsibilities**

- I. Initiate the formulation of policies, plans of action, programmes and project proposals relating to fossil energy (hydrocarbons) sub-sector;
- II. Design policy guidelines to support Member States and RECs achieve inclusive growth by advocating transparency and accountability in hydrocarbons.
- III. Facilitate the implementation and conduction of the monitoring, supervision and evaluation of hydrocarbons projects and programmes in the continent;
- IV. Prepare and coordinate studies and research in the areas of hydrocarbons;
- V. Organize and service workshops, seminars and meetings on extractive resources matters;
- VI. Initiate programs of support to Regional Member States on Hydrocarbons governance policies;
- VII. Conduct the work of the Specialised Technical Committee(s) and Sub-Committees on hydrocarbons issues;
- VIII. Maintain conducive working environment with RECs and other regional and international organizations with regards to hydrocarbons matters;
- IX. Produce and submit periodic reports on activities and specific missions; and Improve public participation in policies on hydrocarbons by conducting periodic multi-stakeholder advisory programs;
- X. Manage partnerships by creating a conducive working environment and designing collaborative initiatives with RECs, key stakeholders, international organizations and advocacy groups in hydrocarbons sectors;
- XI. Coordinate gender mainstreaming initiatives hydrocarbons programs by guiding sector experts on best practice;
- XII. Perform any other related duties as may be assigned.

### **4. Required Skills and Competencies**

#### **Functional Skills**

- Policy development and analysis skills;
- Computer skills especially the office applications;
- Excellent drafting and reporting skills;
- Good communication and negotiating skills; and
- Good planning and organizational skills.

### Personal Abilities

- Management experience, excellent interpersonal skills,
- Capacity to analyze public policy trends as pertains to the hydrocarbon sector.
- ability to organize and motivate others,
- Ability to work in a multi-cultural environments;
- Ability to engage effectively with global regional and advocacy groups in natural resources.

### Knowledge and Understanding

- Working knowledge of policy analysis and development and programme/project management, implementation and monitoring;
- Extensive knowledge in managing initiatives to promote public policy dialogue in Hydrocarbons.

### **Requirements**

#### 1. Qualifications and Work Experience required:

- A minimum of Master's Degree in Petroleum (oil or gas) sector, economics, geology or equivalent qualification in hydrocarbons sector, with Seven (7) years of relevant progressive work experience of which three (3) years should have been at managerial or supervisory roles.
- Candidates with a University Bachelor Degree in petroleum (oil or gas) sector, economics, geology or equivalent qualification in hydrocarbons sector, will be considered provided they have a minimum of ten (10) years of relevant progressive work experience of which five (5) years should have been at managerial or supervisory level.

#### 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: Algeria, Angola, Cape Verde, Central African Rep. , Comoros, Congo (DRC), Egypt, Equatorial Guinea, Eritrea, Eswatini, Ghana, Guinea, Libya, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R. , Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan.

#### 6. Remuneration:

Indicative basic salary of US\$ 35,300.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 14,414.40 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 18 November 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