



External Publication of Job Posting

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Job Posting Title

PRINCIPAL COMMUNICATIONS OFFICER

Start Date

16.10.2019

End Date

18.11.2019

Reference Code

30005581 - 03

Job Title

PRINCIPAL COMMUNICATIONS OFFICER

Organization

1. Background:

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.

The Africa Centres for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programmes.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health institutes. The guiding principles of the Africa CDC include Leadership, Management, Finance, Workforce, Partnership and Innovation.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Principal Communications Officer.

Department

2. Post

Job title: Principal Communications Officer

Grade: P4

Department: Africa CDC

Supervisor: Head – Public Health Policy and Health Diplomacy

Duty Station: Addis Ababa, Ethiopia

Number of Post: 1

Project

3. Job Purpose:

The Principal Communications Officer serves as strategic counsel and management coordinator of the overall communications strategy and public health communication program activities of the Africa CDC. The Principal Communications Officer will report to the Head, Public Health Policy and Health Diplomacy with the primary responsibility for strategic planning, development and execution and evaluation of the enterprise communications platform supporting the long-term vision, strategic direction and annual goals and objectives of the Africa CDC.

Tasks

4. Major Duties and Responsibilities:

The Principal Communications Officer shall:

- a) Serve as a leading authority and integrate knowledge and experience of health communication programs and policies to provide advice and guidance on addressing complex communication issues to the Head, Public Health Policy and Health Diplomacy and key stakeholders both within and outside the Africa CDC;
- b) Responsible for planning and execution of all aspects of the Africa CDC (internal and external) communications function. This includes, but not limited to: development of communications policies and procedures, web-site development and operations, public relations, social media, risk communications, facilitation of dissemination of scientific information and products, conduct of reviews and studies, and addressing other priority communication systems needs and requirements.
- c) Develop strategies, mechanisms and systems supporting the Africa CDC enterprise communications platform as needed to develop, document, maintain and disseminate information within the organization and externally to key stakeholders and partners.
- d) Keep leadership informed on key issues affecting the agency and prepare resources to communicate issues internally.
- e) Support the planning, product development, dissemination and evaluation of communications to key stakeholders as to build trust and promote awareness and understanding of the Africa CDC mission, vision, values, strategies and accomplishments.
- f) Represent and promote priority agency communication initiatives, events and products.
- g) Ensure development and quality review of talking points, briefings, presentations, speeches and other communication products for use by the Director and other senior staff.
- h) Consult on, monitor, and measure progress and outcome of priority communication targets, products and activities. Identify problems and implement corrective actions and communicates progress milestones as appropriate to the Head, Public Health Policy and Health Diplomacy and other key stakeholders.
- i) Coordinate the use of a variety of methods and techniques in achieving communication goals such as media campaigns, news releases, radio and television scripts, feature articles, personal appearances, new conferences, exhibits, brochures, pamphlets, etc. to convey information concerning agency priority activities and programs to key stakeholders and partners.
- j) Oversee monitoring and evaluation of - or serve as the project officer – communication services contracts and purchase agreements;

- k) Under the direction of the designated Africa CDC Incident Commander, provide technical and programmatic services delivery in support of Africa CDC Emergency Response activities as appropriate and assigned.
- l) Perform other duties as assigned.

Requirements

5. Qualification and Work Experience Required:

A University Master's degree in communications, journalism, public relations or any other related discipline and 7 years of relevant experience in communication roles in public health or related setting at a specialized/expert level. Experience in private sector communication agencies and public relations firms will be an added advantage.

Or

A University Bachelor's Degree in communications, journalism, public relations or any other related discipline, must have 12 years of relevant experience in communication roles in public health or related setting, of a minimum of 7 years of relevant experience at specialist/expert level. Experience in private sector communication agencies and public relations firms will also be an added advantage.

Further experience requirements are as follows:

- a) Demonstrated success working with senior leaders in high-profile situations to advance strategic communication goals. Experience working in a technical public health domain is also a plus;
- b) Demonstrable experience in successful management of relationships with key media outlets to promote communication priorities - e.g., issuance of press releases, and organizing media events.
- c) Demonstrable experience in working with digital media platforms and tools:
- i. Coordinating and managing website development and maintenance;
 - ii. Working with social media, e.g. Facebook, Twitter, Google+, LinkedIn, Pinterest and Instagram, as well as social media measurement tools, e.g. Hootsuite, Simply Measured, and/or Sprout Social;
 - iii. Working with public relations (PR) tools/databases such as Business Wire, Vocus and Cision will be an added advantage.
- d) Demonstrable experience in supervision and managing teams;
- e) Previous experience working and/or living in developing countries is preferred.

6. Required Knowledge and Understanding:

- Clear understanding of the health systems on the Continent and fair knowledge of operations of the Ministry of health in Member States.
- Comprehensive knowledge and understanding of strategies, mechanisms and systems used to establish and support enterprise communications platforms, particularly those applied to the public health context or other public sector platform targeting both technical and mass media audiences.
- Comprehensive, expert knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the development and administration of domestic and international health communication programs to: research, develop and evaluate key health communication policies, procedures, and guidelines.
- Understanding of the African Union way of working and managing associated relationships with Member State entities and partners.

7. Functional Skills and Abilities:

- Outstanding verbal and written skills and experience in executing various writing styles and voices, including journalistic and executive writing.
- Strong leadership and management skills and a proven ability to lead and oversee work-teams.
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations and to secure support and cooperation of others.
- Excellent organization and project management skills and composure: analytical and problem solving skill and the ability to handle competing priorities and to work effectively in a challenging fast-paced environment.
- Demonstrable skills in working with digital media platforms and tools, including a strong command of

document and graphic presentation and media software systems and tools.

- Demonstrated ability with regard to computer skills, including excellent word-processing capabilities, proficiency with e-mail and internet applications and experience in using office software such as MS Power Point, Word and Excel.
- Good judgment in managing confidential/sensitive information – trustworthy.

8. 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.

9. 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.

10. Gender Mainstreaming:

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

11. 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

12. Remuneration:

Indicative basic salary of US\$ 42,879.00 (P4 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 26,208.00 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 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