



External Publication of Job Posting

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Job Posting Title

ADMINISTRATIVE OFFICER- MANAGEMENT AND ADMINISTRATION

Start Date

23.10.2019

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09.12.2019

Reference Code

CDC2019102315

Job Title

Administrative Officer- Management and Administration

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.

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 Administrative Officer.

Department

Job title: Administrative Officer- Management and Administration

Grade: P2

Department: Africa CDC

Supervisor: Head, Division of Management and Administration

Duty Station: Addis Ababa, Ethiopia

Number of Post: 1

Project

The Administrative Officer of the Africa CDC, reports to the Head, Division of Management and Administration and provides a variety of administrative support to the Divisions, Regional Collaborating Centres and other partners as appropriate. The Administrative Officer shall be responsible for the day-to-day provision of administrative and programme management support for Division. These responsibilities include, but are not limited to, the quality control of official correspondence, facilitation of internal cross-cutting administrative support services delivery, facilitation of requests, monitoring and tracking of cross-cutting support services provided by AU service Division and other critical administrative and management support services. Factors in terms of the Africa CDC social and environmental will be relevant – including demographic, hardship, travel and other local conditions.

Tasks

The Administrative Officer, Africa CDC shall:

- a) Enhance and maintain an efficient administrative and logistical system in the Africa CDC.
- b) Direct and coordinate administrative and logistical matters of Africa CDC in accordance with the AU Commission administrative logistical policies and guidance.
- c) Manage and mentor administrative support personnel working in the Africa CDC Secretariat and technical divisions and ensure that the staff assigned to the office have the requisite professional knowledge and work experience commensurate with the task assigned to them.
- d) Coordinate the protocols and transport of the elected officials, staff delegates and other official guests visiting Africa CDC.
- e) Liaise with other departments, UN Agencies and other stakeholders, on behalf of Africa CDC, where necessary.
- f) Support the Head, Division of Management and Administration in coordinating the various activities day-to-day administration and management of activities related to the implementation of agency projects and other management initiatives.
- g) Support in preparing annual and bi-annual work plans and budgets for Africa CDC in line with the available strategic documents.
- h) Service meetings where issues of administration, management, capacity building, and programme management are discussed.
- i) Regularly provide administrative and management updates to the Head, Division of Management and Administration on progress, problems and constraints of department.
- j) Provide back-stopping services in the areas of administration and logistics and rendering any assistance required.
- k) Under the direction of the designated Africa CDC Incident Commander, provide administrative and logistical services in support of Africa CDC Emergency Response activities.
- l) Perform any other duties as assigned.

Requirements

1. Qualification and Work Experience Required :

A University Bachelor degree in Business Administration and Management, Development Economics, Political Science, Public Administration, International Relations, or any other related field. A master's degree in Business

Administration of other management discipline will be an added advantage. 3- 4 years of experience in general administration, human resources, rostering, budget, project management or any other related administrative area

Or

Candidates with a University Diploma in Business Administration and Management, Development Economics, Political Science, Public Administration, International Relations, or any other related field and must have at least 5 years of experience in general administration, human resources, rostering, budget, project management or any other related administrative area at a specialist level.

2. Required Knowledge and Understanding

- Knowledge of business operations processes and procedures applied within a governmental or other public-sector context.
- Understanding of the African Union way of working and managing associated relationships with Member State entities and partners.

3. Required Functional Skills and Abilities:

A. Functional Skills

- Computer literacy and demonstrable skills application, particularly on Microsoft Office Applications and familiarity with electronic data processing systems and enterprise resource planning (ERP) such as SAP.
- Hands-on skills and experience on project administration, inclusively on activity planning, reporting and budgeting.
- Good planning, organizational and time management skills.
- High capability in events management (organize high-level conferences, meetings, and workshops).
- Demonstrable experience, interpersonal skills and ability to organize and motivate others to work in a multi culture environment.
- Proven ability to use clear and concise language in correspondences including content fitting for the purpose and audiences when preparing written briefs and reports.
- Good narrative and financial reporting skills.

B. Personal Abilities

- Proven ability to deliver under tight deadlines and to work well under pressure.
- Analytical and problem solving abilities.
- Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports.
- High level of autonomy at work, yet with profound team-spirit.
- Adaptive, patient, resourceful, resilient and flexible.
- Ability to be pro-active and solutions oriented.

4. 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.

5. 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.

6. Gender Mainstreaming:

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

7. 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

8. Remuneration:

Indicative basic salary of US\$ 31,073.00 (P2 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 25th 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