



External Publication of Job Posting

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Job Posting Title

ID SYSTEM OPERATOR

Start Date

17.12.2019

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20.01.2020

Reference Code

10000777 - 03

Job Title

ID SYSTEM 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 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 ID System Operator within the Security and Safety Division in Addis Ababa, Ethiopia.

Department

1- Post:
Job title: ID System Operator
Post level: GSA4
Supervisor: Head, Safety and Security Services
Department: Security and Safety Service Division
Duty Station: Addis Ababa, Ethiopia
Number of Position: 1

Project

2. Job Purpose:

To issue and manage vehicle and pedestrian pass at the AU premises in compliance with security and safety procedures of the African Union in order to ensure protection of people and properties within the AU HQ premises.

Tasks

3. Major duties and responsibilities:

Under the supervision and guidance of the Security Supervisor, the ID System Operator will perform the following tasks:

- a. Receive and process ID and Pass related request.
- b. Provide necessary information and assist to staff in need.
- c. Verify documents based on the request.
- d. Submit verified request to the Head for approval
- e. Design, print and issue ID cards, vehicle pass for staff and relevant non-staff members and conference badges for meeting participants and visitors' badge.
- f. Prepare and distribute sample conference badge to team leaders.
- g. Keep documents properly for future references.
- h. Constantly reviewing security operations and making recommendations and feedback to improve the service being delivered.
- i. Manage office equipment and document.
- j. Administers and Maintains Pass and ID system
- k. Manage Access Control System which are integrated with ID and Pass to AU HQs buildings and Gates;
- l. Administer a pass and ID system; keep records of the issuance and return of AU ID cards.
- m. Brief newly arrived staff members on use of ID and Pass
- n. Maintain confidentiality of all communications and personnel record databases.
- o. Strictly perform operations based on the SOP
- p. Periodically review the ID issuance SOP's and guidelines and provide feedback to management for amendment.
- q. Perform any other relevant duty/ responsibility assigned.

Requirements

4. Required Skills and Competencies

- a. Excellent document security management skills
- b. Excellent Security ID design and data management skills.
- c. Excellent interpersonal and communication skills
- d. Excellent knowledge of security access control system operations
- e. Good Knowledge of the workings of international organizations
- f. Capacity to work under pressure and in a multicultural environment
- g. Excellent Computer literacy in MS Word, Excel, Access, ID and Pass issuance system software
- h. Good planning and organizational skills

5. Qualifications and Work Experience required:

Advanced Diploma in Security or related field, with Two (2) years of relevant work experience in the areas of Security ID and car pass design and issuance in a Government, Public sector or International Organization.

6. Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several 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, the first twelve (12) months of which shall be considered probationary period and thereafter for renewable periods 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 Represented 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\$ 12,834.00 (GSA4 Step 1) per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$ 16,813.44 per annum), education allowance (100% of tuition and other related expenses for every eligible dependent up to a maximum of US\$10,000 per child per annum), etc. for internationally recruited staff of the Commission.

9. How to apply

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> no later than 20 January 2020.

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