



External Publication of Job Posting

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Job Posting Title

SECURITY OPERATION OFFICER

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17.12.2019

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20.01.2020

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10000771 - 03

Job Title

SECURITY OPERATION OFFICER

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.

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

The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Security Operation Officer within the Security and Safety Division based at its headquarters in Addis Ababa, Ethiopia.

Department

1. Post:

Job Title:	Security Operations Officer
Grade:	P2
Supervisor:	Head of Safety and Security Services
Division:	Safety and Security Services Division
Duty Station:	Addis Ababa, Ethiopia
Number of Position:	1

Project

2. Job Purpose

To manage and provide effective and efficient security operations at the Africa Union HQ- its staff, visitors, contractors, buildings, information and other assets. The post holder will implement a holistic and dynamic security provision for the AU HQ, managing events security operations, covering all areas of risk.

Tasks

3. Major duties and responsibilities

- i. Assess security risks and ensure that proportionate measures are in place to protect: Staff, visitors, contractors, buildings, assets and reputation.(AU operations)
- ii. Plan, organize, direct, control and evaluate the security operations and activities at the AU HQ
- iii. Encourage a safety and security culture running throughout the AU HQ in all of her/his undertakings
- iv. Meets with the Head of AUSS and the AU HQ security working group on a regular basis to review the prevailing security situation and ensures that security is being managed effectively
- v. Ensures that there are functioning and effective security and contingency plans which are maintained and implemented at the AU HQ. Ensure that all AU HQ operational and business activities are carried out safely and securely in accordance with the AU Safety and Security Policies and procedures, and meet all regulatory requirements;
- vi. Conduct planning for meetings, conferences, seminars and events at the AU HQ which may include reviewing changes to routine policies, practices and procedures or establishing new and effective—but temporary—organizational arrangements, management structures, and methods of communication;
- vii. Provide leadership and support to the AU HQ security teams ensuring that they are fully competent to carry out their duties. This will include assessment of training needs, performance reviews, and appraisals, coaching and mentoring;
- viii. Manage and maintain all human and material resources effectively and efficiently
- ix. Coordinate all activities with Facilities Management and other departments for smooth operation of meetings, conferences, seminars and events;
- x. Liaise with the host government security services for any security coordination and moreover in the event of a security or safety incident or large event;
- xi. Produce regular report for the Head of Safety and Security Services and AU management bodies as required.
- xii. Any other security and safety related duties as may be assigned by the Head.

Requirements

4. Required Skills and Competencies

Functional

- Good oral and written communication skills;
- Training conducting skills;
- Reports writing skills;
- Research and analysis of complex situations skill;
- Excellent interpersonal skills;
- Excellent presentation skill;

Personal Abilities

- Ability to respond on call on a 24/7 basis;
- Organizational skills and ability to handle work in an efficient and timely manner

- Ability to co-ordinate, plan and execute actions in response to security problems.
- Ability to supervise subordinates, provide direction, advice and assistance when required,
- Demonstrated ability to develop and maintain effective work relationship.
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Knowledge and understanding

- A good understanding of security and safety issues
- Working knowledge of technical security systems
- Keep abreast of new developments in the security area.
- Fully proficient in MS Word and working knowledge of MS Power Point.

5. Qualifications and Work Experience Required

A Bachelor Degree in Security management or related field with Four (4) years of relevant work experience, progressively responsible security experience (e.g. Military, Police or Governmental or Private Security Service)

OR

A Diploma in Security management or related field with five (5) years of relevant work experience, progressively responsible security experience (e.g. Military, Police or Governmental or Private Security Service)

Experience on security and safety operations managerial position would be an advantage.

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.

7. 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.

8. Gender Mainstreaming:

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

9. 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

10. 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 (US\$ 22,932.00 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.

11. 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