



External Publication of Job Posting

50709608

Job Posting Title

SECURITY SUPERVISOR

Start Date

17.12.2019

End Date

20.01.2020

Reference Code

10000773 - 03

Job Title

SECURITY SUPERVISOR

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 Supervisor within the Security and Safety Division based at its headquarters in Addis Ababa, Ethiopia

Department

1. Post:

Job Title: Security Supervisor
Grade: GSA5
Supervisor: Security Operation Officer
Division: Security and Safety Division
Duty Station: Addis Ababa, Ethiopia
Number of Position: 1

Project

2. Job Purpose

To coordinate and supervise security activities at the AU HQ 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 Operations Officer, the Security Supervisor will perform the following tasks:

- i. Supervises the work of security teams and ensure the AU premises are free from all kinds of dangers and potential hazards
- ii. Ensure access control procedures are implemented in line with AU security and safety policy and SOPs
- iii. Conduct daily walkthrough inspection of access control operations and submit inspection report to the security operations officer.
- iv. Develops and implements preventive measures against accidents, thefts and other risks;
- v. Investigates and report any suspicious activities that take place in the AU HQ premises and reports unlawful activities;
- vi. Ensures all the security officers are deployed at security posts have reported to work and are assigned duties. Also organizes work schedule, teams' rotations and breaks;
- vii. Regularly briefs the shift leaders and security officers deployed at all security posts in their shift takeover to update them on security developments and shares information about any security concerns;
- viii. Documents all the daily occurrences within the Security and Safety Services;
- ix. Prepares a daily security activity report and reports to his immediate supervisor;
- x. Assist in compilation of a comprehensive security reports for management;
- xi. The supervisor shall ensure effective deployment of the host police unit assigned at the AU HQ and coordination with the AU perimeter security teams and shares information with team leaders;
- xii. Ensure that building safety plan is maintained and regular building evacuation exercises conducted;
- xiii. Respond and coordinate security related incidents involving the AU staff and eligible dependents; and
- xiv. Any other security and safety related duties as may be assigned by the supervisors.

Requirements

4. Required Skills and Competencies

Functional

- Good oral and written communication skills;
- Training conducting skills;
- Reports writing skills;
- Good interpersonal skills;
- Ability to write in a clear and concise manner and to communicate effectively; and
- Good communication skills.

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

- Keep abreast of new developments in the security area.
- Fully proficient in MS Word and working knowledge of MS Power point.
- Experience on map reading, HF and VHF/UHF radio.

5. Qualifications and Work Experience Required

Advanced Diploma in security 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) ; A university degree, military college or policy academy trainings would be an added advantage. Experience on command/managerial position would be an asset (Senior NCO, Lieutenant or above) in a police or military organization.

2. 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\$ 15,758.00 (GSA5 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