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Job Posting Title

POLICY OFFICER – INDUSTRY

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Job Title

POLICY OFFICER – INDUSTRY

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 human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Policy Officer- Industry within the Department of Trade and Industry.

Department

1. Post
Job title: Policy Officer – Industry
Post level: P2
Department: Department of Trade and Industry
Reporting to: Head of Division- Industry
Duty Station: Addis Ababa, Ethiopia
Number of positions: One (1)

Project

2. Job Purpose
Provide technical and professional support on the development and promotion strategies, policies, programs and other initiatives regarding industrial development in Africa as initiated by the Department of Trade and

Industry.

Tasks

3. Major duties and responsibilities

- Monitor and report on the implementation of program activities that promote industrial development in Africa;
- Contribute to the formulation of policies and programs for the development of industrial capacity of AU Member States;
- Conduct policy analysis in the field of industrial development, particularly with regard to policies and programs of RECs, and the regional specialized institutions;
- Provide advice and support to the Head of division and the Senior Policy officer on matters related to industrial development;
- Provide technical support to AU Member States in the formulation and implementation of national industrial policies and programs;
- Provide assistance to Member States in promoting joint industrial projects through the development of policy proposals, plans of action and programs;
- Initiate policy papers for the Conference of Ministers of Industry and other policy organs of the African Union;
- Develop and maintain statistics and database for industry development and other relevant economic areas;
- Establish mechanisms for the exchange of information in industrial production among Member states and between Member States and the AU Commission;
- Represent the AU in international conferences, workshops and other meetings related to industrial development;
- Perform any other related duties as may be assigned.

Requirements

4. Educational Qualifications, Professional work experience: -

Candidates must have a first university degree in Economics, Development Economics, Business Law, administration and Management or related fields.

A minimum of 3-4 years of relevant working experience. Experience in Industrial development policy of a Member State, REC, International organization and other relevant organizations is required.

OR

Candidates must have a diploma in Economics, Development Economics, Business Law, administration and Management or related fields.

A minimum of 5 years of relevant working experience. Experience in Industrial development policy of a Member State, REC, International organization and other relevant organizations is required.

5. Required Skills and Competencies

Functional Skills

- Good planning and organizational skills
- Excellent drafting and reporting skills
- Highly developed advocacy and networking skills

- Good communication and negotiating skills;
- Excellent drafting and reporting skills
- Computer skills

Personal Abilities

- Ability to work harmoniously with Member States and International institutions;
- able to work in a multi-cultural environment
- Ability to build partnership and mobilize resources
- Excellent interpersonal skills and ability to organize and motivate others;

Knowledge and understanding

- Knowledge and understanding of the industrial development in Africa
- Experience in policy dialogue at the international level
- Experience working at an international level and with international development agencies, working with Regional Economic Communities and Knowledge of the African Union systems will be an added advantage
- Proven experience in policy development and analysis
- Demonstrated skills and experience in policy and/or sector development

6. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

7. Tenure of Appointment:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

8. 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

9. Gender Mainstreaming:

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

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 \$ 22,932.00 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.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 10 February 2020.

- 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.
- Copy of valid passport.

- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not 4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
- Please be aware that only complete applications will be considered.
- 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