



External Publication of Job Posting

50741151

Job Posting Title

HUMAN RESOURCE AND ADMINISTRATIVE OFFICER (STATAFRIC)

Start Date

23.05.2020

End Date

05.07.2020

Reference Code

STATAFRIC/P2/2020/05/003

Job Title

HUMAN RESOURCE AND ADMINISTRATIVE OFFICER (STATAFRIC)

Organization

(The African Union (AU), 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.

Reference to the AU Head of States and Government decision (Assembly/AU/Dec.462 (XX)) during their Ordinary Session in January 2013, in Addis Ababa, Ethiopia, on the creation of the African Union Institute for Statistics (STATAFRIC) that will be based in Tunis, Republic of Tunisia and the importance of its role in promoting the production of official statistics of the African Union mainly by collecting, harmonizing and aggregating data published by the National Statistics Offices/Institutes of African Union member states in order to shed light on the decisions of African institutions and educate African citizens accordingly.

The mandate of STATAFRIC is to lead in the provision and promotion of harmonised quality statistical information and good practice in support and monitoring of the implementation of the African Integration and Development Agenda.

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 regular and short-term vacant posts.)

The Commission of the African Union invites applicants who are citizens of AU Member States to apply for the post of Human Resource and Administrative Officer within STATAFRIC in Tunis, Tunisia.

Department

1. Post:

Title: Human Resource and Administrative Officer
Grade: P2
Department: STATAFRIC
Supervisor: Executive Director
Duty station: Tunis, Tunisia
Number of Position: 1

Project

2. Job purpose:

The Human Resource and Administrative Officer is the focal person to handle all administrative and HR matters in STATAFRIC, in the areas of administrative functions, planning staffing, handling recruitment of staff, employee contract management, managing and leading staff performance evaluation processes, staff benefits administration, leave, employee relations (discipline and grievance handling), advising management and staff on AU staff rules and regulations as well as guiding the office on the implementation of same and HR related policies and procedures.

Tasks

3. Major Duties and Responsibilities:

Under the supervision and the general guidance of the Executive Director of STATAFRIC, the Human Resource and Administrative Officer will perform the following duties:

- Manage a complete administrative and HR functions of the office;
- Implement administrative policies and procedures that lead to efficient service delivery to the STATAFRIC;
- Coordinate procurement process that would ensure STATAFRIC receives quality and efficient services in line with AU rules and procedures;
- Maintain updated personal data (Staff contract, leave management and up-to-date personal information);
- Coordinate Human Resources Services such as recruitment, contract management of local and international staff, performance management, skills development, leave management and the management of staff conduct and behavior
- Handles Human Resource planning and implementation of same in planning and coordinating recruitment activities.

- Takes appropriate action in issues related to staffing issues of the Bureau;

- Act as focal person in the provision of staff welfare (e.g. insurance, coordinating arrangement of medical services, counselling services and others).

- Provides advice and support to managers and staff on human resources related matters.

- Keeps abreast of developments in various areas of human resources.

- Provides advice on salary and related benefits, travel, and social security entitlements.

- Provides advice on interpretation and application of policies, regulations and rules.
- Assists in preparing policy papers, position papers and briefing notes on various issues related to human resources.
- Supervises the local implementation of the performance management system i.e. ensures the development of individual work plans and periodic evaluation of performance, production and timely submission
- Follows up the contract expiry and renewal schedule of staff and coordinate the renewal of same
- Administers the leave management system
- Provides induction, orientation and briefing to new staff members;
- Identifies and analyzes staff development and career support needs and assists with the design of programmes to meet identified needs;
- Supervises the maintenance of the human resources filing system;
- Supervises the activities of the administrative support team i.e. transport team (Drivers) and cleaning services.
- Perform any other duties as directed by supervisor(s)

Requirements

4. Qualification

A Bachelor degree in Human Resources Management, Business Management/Business Administration or Public administration, or related fields in Social Sciences with 4 years of experience.

Higher Degree and/or any Certificates in Business Administration or Human Resources will be an additional Advantage.

Or

A University Diploma with 5 years of experience in Administration and Human Resources Management, Business Management/Business Administration or Public administration, or related fields in Social Sciences.

5. Work Experience required:

A Professional experience in the field of Human Resource management, Recruitment, Contract Management, Procurement and administrative process.

Experience working in international Organization will be an advantage

6. Skills and Knowledge

Technical Competence:

- Knowledge of and deep understanding of the HR standard practices, procedures and technicalities, administrative policies and procurement practices and rules;
- Good understanding, knowledge and capacity to interpret and implement the provisions of the AU Staff Regulations and Rules, policies, administrative

guidelines;

- Excellent drafting and reporting skills; Experience in recruitment activities, reviewing terms of reference, skill and requirement sets, interviewing and selection;
- Very good knowledge of contract management and administration;
- Excellent oral and written communication skills. ;
- Readiness to share information and knowledge at all times, drive for results and continuous improvement;
- Ability to collaborate and share communication confidently.

Behavioral competencies:

- Very good listening, negotiating, influencing, mediating and problem solving skills ;
- Ability to develop trust, apply and institutionalize integrity; demonstrate impartiality ;
- Demonstrates good decision-making skills ;
- Able to value confidentiality ;
- Demonstrate professionalism and transparency ;
- Able to effectively work in a multi-cultural environment ;
- Excellent interpersonal skills and ability to build effective working relationships both internally and externally; able to communicate the AU values of respect to diversity and team work;
- Excellent sense of accountability and compliance;
- Computer literacy, especially MS office, Word, Excel, PowerPoint, SAP will be an advantage.

7. Language requirements:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

8. 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.

9. Gender Mainstreaming:

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

10. 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.

11. Remuneration:

Indicative basic salary of US\$ 31,073 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (30% of basic salary), Housing allowance US\$ 17,222.40 per annum, 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), etc. for internationally recruited staff and a maximum of US\$ 3,300.00 per child per annum for every eligible dependent for national and locally recruited staff.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 05 July 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 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

STATAFRIC , Tunis

City

Tunis