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**External Publication of Job Posting**

**50741155**

**Job Posting Title**

DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT - AFCFTA SECRETARIAT

**Start Date**

25.05.2020

**End Date**

26.07.2020

**Reference Code**

AFCFTA/D1/02/003

**Job Title**

DIRECTOR OF ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT - AfCFTA SECRETARIAT

**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.

The African Union Heads of State and Government decided through Decision Assembly/AU/Dec.394 (XVIII) of January 2012 to fast-track the establishment of the Continental Free Trade Area. Negotiations were launched in 2015 in Johannesburg, South Africa and all 55 African countries have been participating in the process. The Agreement Establishing the African Continental Free Trade Area (AfCFTA) was concluded on 21 March 2018 in Kigali, Rwanda and came into force on 30 May 2019.

Article 3 of the AfCFTA Agreement provides that the general objectives of the Agreement are to create a single market for goods and services facilitated by movement of persons to deepen economic integration of the African continent in accordance with the vision of "an integrated, prosperous and peaceful Africa" enshrined in Agenda 2063. The AfCFTA will deliver an integrated continental market of 1.3 billion consumers with aggregate GDP of USD 3.4 trillion. The specific objectives of the AfCFTA are outlined in Article 4 of the Agreement. The operational phase of the AfCFTA was launched on 07th July 2019 during the 12th Extraordinary Summit of AU Heads of State and Government in Niamey, Niger. During that same Summit, AU Heads of State and Government agreed that the headquarters of the AfCFTA shall be in Accra, Ghana and also set the date of 1 July 2020 as the start of trading under the AfCFTA. The Heads of State and Government also agreed that the Secretariat shall be established by March 2020.

In view of the above background, the AfCFTA Secretariat through the African Union commission invites qualified and competent applicants who are citizens of Member States of the African Union with relevant skills, competencies and experiences to submit their applications for the position of Director of Administration and Human Resources Management based at its headquarters in Accra, Ghana.

## **Department**

1. POST:

Job Title: Director of Administration and Human Resources Management  
Organ/Department: The AfCFTA Secretariat  
Post level: D1  
Reporting to: Secretary General – AfCFTA  
Duty Station: Accra, Ghana  
Number of Positions: 1

## **Project**

2. JOB PURPOSE

Reporting to the Secretary General, the Director of Administration and Human Resources Management shall be responsible for leading the development and implementation of effective, responsive and efficient administrative and human resource strategies, policies and management systems that are aligned to organizational needs and best practice and responsible for the overall management of directorate's human resources, budget, performance, quality and training in conformity with relevant AU rules and regulations.

## **Tasks**

3. SUMMARY OF KEY DUTIES AND RESPONSIBILITIES

A. General management responsibilities

- Determine and execute the directorate's strategy and align to the AfCFTA Secretariat's overall strategy;
- Promote sound people and administrative management practices by ensuring adherence and compliance with the AU Staff Regulations and Rules, code of ethics and conduct as well as systems, policies and procedures;
- Build staff capacity and continually improve the cost effectiveness in the delivery of the directorate's mandate;
- Develop and oversee policy development guidelines;
- Build and maintain a strategic plan to form good working relations with another directorate/department;
- Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners; and
- Prepare periodic financial, budget execution, staff and administrative related reports.

B. Specific responsibilities

Human Resources Management:

- Oversee the overall strategic direction, planning, coordination, administration and evaluation of the human resources functions of the AfCFTA Secretariat;
- Ensure the effective development, implementation and review of plans, systems, policies and processes for human resources planning, talent acquisition, management and development, employee engagement, legal compliance, employee relations, compensation and benefits; and payroll;
- Monitor, revise, and lead in institutionalizing Human Resources policies, philosophy, values and practices that embrace and drive the Commission's core values and objectives;
- Partner with the AfCFTA leadership team to develop, implement and evaluate a HR and Talent Management Strategies to ensure the AfCFTA is equipped with staff needed for the implementation of the AfCFTA agreement;
- Establish mechanisms to implement strategies that will enforce departmental accountabilities around recruitment and staffing, employment processing, compensation, health benefits, training and development,

records management, employee relations and retention within the AfCFTA;

- Lead the effective and efficient administration of the performance management process, making sure that the organization's managers are equipped to engage in constructive and continuous feedback and coaching, and encourage staff to actively participate in identifying and addressing performance gaps;
- Maintain current knowledge and application of the AU staff regulations and rules (SRR) and ensure AfCFTA compliance. This includes guiding and advising directors, managers and staff on legal matters and ensure alignment of HR initiatives and practices to SRR;
- Develop a comprehensive Human Resource planning system aligned with the program planning and budgeting cycles, and oversee the provision of support to other Departments' Human Resource planning, resourcing and deployment;
- Conduct Human Resource risks analysis and make recommendations to the Secretary General and senior management team of the Secretariat;
- Lead and deliver a continuous successful change management process that responds to changing delivery expectations on the Secretariat;
- Manage relations with the staff representatives and promote good employee relations through dialogue, consultation and continuous staff engagement on Human Resources issues;
- Co-ordinate diagnostic surveys, Human Resource audits, stakeholder and employee surveys as needed in order to monitor and evaluate organizational culture and climate;
- Oversee and participate in recruitment of staff consistent with the diversity of the Secretariat's membership, operational needs and priorities;
- Monitor, manage and explore ways of reducing the cost of recruitment, practices and procedures and identify areas for specific improvement;
- In collaboration with the Office of Legal Counsel, ensure that Human Resources policies and management is consistent with international administrative law requirements;
- Manage relations with partners and external Human Resource service providers, etc.
- Supervise HR line management responsibilities performed under his/her direct supervision.

## 2. ADMINISTRATION SERVICES - KEY ACCOUNTABILITIES

- Establish and continually review the Secretariat's policies, procedures, practices, standards and tools that deliver services effectively, including on supply chain management and security of the Secretariat, etc.
- Formulate appropriate solutions to incorporate ICT and administrative service matters and ensure appropriate use of ICT to provide streamlined cost-effective business processes;
- Prepare and present timely and effective management reports and statutory reports to the Leadership, Management, and other governing bodies;
- Oversee the preparation and management of the annual budget of the Directorate and its execution while ensuring compliance with established Rules, Regulations, Procedures as well as AU Assembly Decisions;
- Provide leadership in the development and application of appropriate Safety & Security policies.
- Supervise Administrative line managers responsible for the various segments of the Directorate;
- Responsible for the overall administrative functions for the efficient and consistent operations of the AfCFTA Secretariat;
- Developing administrative policies and manage relationship with service providers; manage the AfCFTA premises and its facilities;
- Ensuring compliance with all agreements and contracts entered into by the AfCFTA secretariat; and
- Ensure that the Secretariat assets and staff have insurance coverage to meet the changing needs of the organization.
- Performs any other related duties as may be assigned.

### **Requirements**

#### 4. REQUIRED QUALIFICATIONS AND EXPERIENCE

Applicants must have:

Educations Qualification

- A minimum of a master's university degree in the fields of Human Resources Management, Public Administration, Business Administration, Corporate Management, Industrial Psychology, Law or other related Social Sciences.

#### Professional Work Experience

- A minimum of 12 years extensive and relevant work experience in positions dealing with Human Resources Management functions and/or Administration in a national or an international organization; This experience should include at least 7-years work at managerial level position.

### 5. REQUIRED SKILLS, KNOWLEDGE AND COMPETENCES

#### Functional

- Strong leadership, managerial, analytical, people and team skills;
- A strong commitment to the values of impartiality, honesty, integrity and objectivity;
- International experience, with a personal reputation of the highest order among global and African trade professionals; and
- Experience in working in a multicultural environment.
- Conceptual Thinking: - Creates new concepts that are not obvious to others and are not learned from previous education or experience, to think through issues and/or resolve problems.
- Job Knowledge Sharing: - Fosters and enables a knowledge and information-rich culture through engaging with thought leaders within and outside the organization.
- Drive for Result: - Commits significant resources and/or time (in the face of uncertainty) to improve performance, reach a challenging goal and implements innovative solutions.
- Fosters Innovation: - Encourages creativity on the part of others by highlighting the benefits of innovation and change on the overall performance of the organization and/or the performance department/directorate.
- Utilizes strong analytical and problem solving skills

#### Leadership Skills and personal abilities

- Strategic Focus: - Creates a compelling vision for the future state of the department / directorate and or organization. Establishes a comprehensive course of action to achieve the vision.
- Developing Organizational Capability: - Promotes organizational learning and development to ensure that the department is well positioned to meet future leadership needs and mentor others to enhance their development.
- Change Leadership: - Leads and champions organizational change initiatives – consistently looks for ways to improve the Department / directorate or organization.
- Strategic Risk Management: - Uses sound judgement to make risky decisions in highly complex situations based on an assessment of the risks and benefits, impacts, etc
- Ability to use strong managerial delegation, political tact and supervisory skills to achieve documented objectives
- Evidence of ability to lead, motivate and guide a team of professionals;
- Ability to work effectively with people from various backgrounds and create an environment where diversity is respected
- Ability to identify key strategic opportunities and risks
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development
- Ability to initiate and cultivate strategic internal and external networking relationships, builds alliances and collaborates across boundaries to foster organizational goals through proactive engagement with key stakeholders.
- Develops longer-term goals and proactively influences how resources, services, etc. are re-organized to achieve goals and offering recommendations on issues of accountability for improvement.
- Promotes ongoing learning and development across the organization, develops personal and professional goals and makes insightful career planning decisions to achieve (or alter) these goals.
- Ability to communicate with impact, uses personal rather than positional power to influence and

motivate others to achieve results.

#### Knowledge and Understanding

- Knowledge of the Agreement Establishing the AfCFTA, its Protocols and its subsidiary legal instruments;
- Demonstrable extensive knowledge of the functioning and decision making processes of the African Union and African regional trade and economic integration and/or multilateral trading system;
- Experience in public communication and dealing with the media

#### 6. LANGUAGE REQUIREMENT:

Applicants must be proficient in one of the following African Union working languages; Arabic, English, French or Portuguese. Knowledge of one more or several other working languages would be an added advantage.

#### 7. TENURE OF APPOINTMENT AND ASSUMPTION OF DUTY:

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months shall be considered 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:

Angola, Algeria, Cape Verde, Central African Rep., Egypt, Comoros, Equatorial Guinea, Eritrea, Eswatini, Guinea, Libya, Morocco, Namibia, Saharawi Arab D.R., Seychelles, Somalia, South Africa.

#### 9. GENDER MAINSTREAMING:

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

#### 10. REMUNERATION AND BENEFITS:

Indicative basic salary of US\$78,138 (D1 Step1) per annum plus other related entitlements e.g. Post adjustment (57% of basic salary), Housing allowance US\$ 27,290.88.00 (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 of the Commission.

#### 11. HOW TO APPLY

All applications which include passport copy, professional and academic certificates, CV and cover letter stating their suitability and motivation for the position must be submitted through the AU Commission's website <http://www.aucareers.org> on or before 26 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.

African Union Commission

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

The AfCFTA Secretariat

***City***

Accra