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**External Publication of Job Posting**

**50185540**

**Job Posting Title**

Senior Policy Officer - Education Division (Re-advertisement)

**Start Date**

09.02.2017

**End Date**

11.03.2017

**Reference Code**

HRST201702093

**Job Title**

Senior Policy Officer - Education Division

**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 at Addis Ababa, capital city of Ethiopia.

Candidates from the following least represented countries are encouraged to apply: Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles and Somalia.

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

The Commission of the African Union invites applicants who are citizens of Member States for the position of DEPARTMENT OF HUMAN RESOURCES, SCIENCE AND TECHNOLOGY.

**Department**

Job title: Senior Policy Officer - Education Division (Those who previously applied need not to reapply.)  
Post level: P3  
Department: Department of Human Resources, Science and Technology  
Supervisor: Head of Division Education  
Duty Station: Addis Ababa, Ethiopia  
Positions: 1

## **Tasks**

- Facilitating the implementation and conducting the monitoring, follow up and evaluating of education commitments by Member States;
- Initiating the drafting of policies, programmes and project proposals relating in particular to teacher development and pedagogy;
- curriculum development; open and distance learning, among others areas of Education Development
- Collecting data and information needed with a view to analysing the educational systems and problems;
- Organising and servicing workshops, seminars and meetings on education
- Coordinating the work with RECs and NEPAD;
- Ensuring follow-up of programme activities with Partners and lead implementing agencies
- Drafting reports, contracts, letters and memos
- Supporting the work of consultants and short term staff in the Division

## **Requirements**

### 1. Required Skills and Competencies

#### A. Functional Skills

- Drafting the programme budget;
- Acting as officer in charge of the Division
- Representing the division to others and ability to identify potential for synergistic collaboration
- Resource mobilization
- Any other relevant duties assigned by supervisor
- Any other relevant duties assigned by supervisor
- Excellent knowledge of data analysis
- Project management;
- Excellent drafting and reporting skills;
- Resources Mobilization skills
- Good communication and negotiating skills;
- Good planning and organizational skills;
- Must be computer literate.
- Well-developed ICT skills including efficient use of word processing, spread sheets and other important computer applications
- Planning and organising
- Communication: Effective written, oral and presentation skills,

#### B. Key Results Areas/Outputs

- Reporting function
- Judgment and Decision-Making
- Sound judgement in interpretation of instructions and guidelines
- Coordination of assignments of short term staff
- Leadership and management skills and abilities
- Ability to mediate successfully in conflict situations.
- Ability to effectively manage and direct the work of teams of professional, senior and experienced officers.
- Ability to work in a team and manage it
- Ability to operate effectively across organizational boundaries;
- Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- Ability to draft/present information in a concise and accurate manner;
- Ability to organize and motivate others,

- Ability to work in a multi-cultural environment;

C. Knowledge and understanding

- Demonstrated excellence in report writing, policy analysis
- Qualitative and quantitative analysis skills
- Teamwork and working in multi-cultural environments
- Networking among expert groups and organisations
- Negotiation and consensus building
- Punctuality and working under tight time schedules
- Diligence when unsupervised
- Professionalism
- Computer literacy and operacy

2. Education Qualification Required

- Candidates must have a Bachelor's Degree or equivalent in Education, Pedagogy or very closely related field with at least 3 years managerial experience. A higher academic qualification would be an added advantage.
- Masters' degree in fields related to teacher development, curriculum development, or education planning and administration
- Candidates with first university degree will be considered provided they have at least ten (12) years continuous relevant work experience of which five (5) years must be at supervisory level.

3. Work Experience Required:

- At least seven (7) years working experience in education development in Africa
- Experience teaching in secondary schools or teacher training institutions
- Experience working in international organisation will be an added advantage

4. Language Requirement:

Proficiency in one of the African Union working languages is mandatory; fluency in additional AU official working languages would be an added advantage.

5. Tenure of Appointment:

The appointment will be made for a period of three (3) years, of which the first twelve (12) months will be considered as probatory period. Thereafter, the contract could be for a period of two years renewable, subject to satisfactory performance and deliverables.

6. Gender Mainstreaming:

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

7. Remuneration:

Indicative basic salary of US\$ 35,300.00 per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$16,819.00 per annum), and education allowance (75% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum) for internationally recruited staff of the Commission.

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

11th March 2017

Directorate of Administration and Human Resource Management  
African Union Commission  
Addis Ababa (Ethiopia)

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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters