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Job Posting Title

KAIZEN ASSISTANT (local)

Start Date

22.02.2017

End Date

24.03.2017

Reference Code

AHRMD201702223

Job Title

KAIZEN ASSISTANT (local)

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 regular and short-term vacant posts.

Department

Job Title: KAIZEN ASSISTANT (local)
Grade: GSA 3
Number of Post: 1
Supervisor: Head of Facilities Management Division
Department: Administration and Human Resources Development
Duty Station: Ethiopia, Addis Ababa.

Project

With the goal of "the Kaizen activities are continuously practiced and service quality including efficiency is improved in AUC's service directorates (AHRMD, PBFAD, MSD and CMPD) with the strengthened capacity of the Kaizen Unit", AUC requested Japan, the birthplace of Kaizen, to activate Kaizen initiatives and institutionalize its approach within AUC through capacity development.

The Kaizen Unit is expected to resolve major problems that involve multiple units, divisions or departments in

AUC. Since there is no mechanism or unit in AUC that coordinates and guides multiple sections toward solutions, there have been a number of cases where an action was initiated but suspended in the middle of implementation due to the lack of commitment and coordination. The Kaizen Unit, being allowed to participate in the management meetings at the department and DCP levels and given the liberty to interfere with the businesses of any departments under DCP, is found to be in the best position to fill this gap. In order to enable the Kaizen Unit to continuously assist different departments in AUC as a driving force in improving the institutional efficiency and effectiveness, the Kaizen Unit members are currently receiving the on-the-job training from the Japanese Experts. By the end of the Project period (October 2017), the Kaizen Unit officers are expected to obtain the capacity to fully implement the process improvement activities in AUC.

Tasks

1. Main Duties and Responsibilities:

- Support the reform initiatives in AUC's service directorates which are represented by the implementation of the Operational Master Plan (OMP).
- Assist AUC's service directorates in streamlining their processes to enhance their service delivery.
- Identify problems, find out solutions and implement countermeasures in the administration of AUC's service directorates, through coordinating and guiding relevant units/ divisions/ departments.

2. The Kaizen Unit Assistant are accountable for:

- Facilitating meetings, as a secretariat or coordinator, for tackling problems while making sure of the active involvement of relevant parties until the task is finally completed.
- Conducting surveys to investigate the root causes of the problems and proposing a path leading to the solutions by utilizing analytical skills and creativity and by promoting communication between units/ divisions/ departments as well as between managers and staff.
- Preparing tables or flowcharts that describe as-is processes and to-be processes in cooperation with relevant units/ divisions/ departments in order to achieve consensus on how to improve processes.
- Assisting units/ divisions/ departments in preparing Standard Operating Procedures (SOP)
- Monitoring the status of the completed Kaizen activities and proposing further improvement if needed.
- Preparing the Activity Log, the Monitoring Report and the Kaizen Monthly Report for recording the Kaizen Unit's daily activities and reporting its achievements at the departmental and DCP meetings.

Requirements

1. Minimum Qualifications and Experience Required:

Applicants should possess:

- Applicants should possess a minimum Undergraduate degree in Engineering.

Required Experience

- Minimum 2 years' work experience in engineering or public administration

Skills and competencies required

- Wide range of experience in process analysis, Practical computer skills in the usage of Microsoft Applications and Basic knowledge on public administration, including procurement, human resources management and finance.

2. Language Requirement:

Proficiency in one of the African Union working languages, proficiency of two or more in other of one or several other working language(s) would be an added value.

3. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of One years, of with three month will be considered as a probationary period. Thereafter, the contract will be renewable, subject to satisfactory performance, deliverables and funding availability.

4. Gender Mainstreaming:

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

5. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 15,296.15 (GSA3 Step5) inclusive of all allowances for locally recruited staff.

How to Apply

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 24th March 2017.

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

Headquarters