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Job Posting Title

PROCESS IMPROVEMENT OFFICER

Start Date

01.03.2017

End Date

01.04.2017

Reference Code

AHRM -017

Job Title

PROCESS IMPROVEMENT OFFICER

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: Process Improvement Officer
Grade: P2 step 5
Number of Post: 1
Supervisor: Head of Administration and Facilities Management Division
Department: Department of Administration and Human Resources Development
Duty Station: Ethiopia, Addis Ababa.

Project

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 Institution has the ambition to further enhance its effectiveness and efficiency to constantly adjust its operations to the evolving needs of the African citizens and drive the Continent's integration and the institutional transformation process, a

prerequisite for organization capacity and systems enhancement, which is required to support it.

In support of the AUC's 2014-2017 strategic plan and Agenda 2063, and all essential elements for the success of the AU Vision, the African Union Commission has received a grant from the International Development Association (IDA) to strengthen and develop its own and other African Union Organs' Capacity. In that regard, the AUC Administration and Human Resources Management Directorate (AHRMD) is undertaking several capacity development initiatives to modernize its systems to enable it to deliver on the AU mandate and vision of being "An integrated and prosperous Africa at Peace with itself".
Currently, the Commission is undertaking an in-depth review of the AUC's organizational structure that fully mirrors the requirements of the strategic directions of AU and its organs. AUC has identified opportunities of improvement to ultimately achieve its 2014-2017 Strategic Plan and Agenda 2063. It is in that regard that the AUC is seeking to hire an experimented Process Improvement Senior Officer.

Tasks

1. Main Duties and Responsibilities:

- To ensure that the project is well managed and deliver its expected results and benefits.
- To coordinate all activities in relation with the projects and the staff involved. Identification of all processes and Gemba of all concerned department.
- To improve All AUC processes and documented them.

2. The Process improvement expert is accountable for:

Under the close supervision of the Head of AFMD, the duties and responsibilities of the Process Improvement Officer are as follows:

- Provide appropriate orientation and training for the selected Process improvement Champions;
- Give the information and all necessary reference materials to perform their respective tasks;
- Collaborate with JICA Consultants;
- Implement JICA's orientations and recommendations;
- Assign certain duties to the selected Process Improvement Champions explaining how those duties are to be done and communicate how the successful performance of those duties will be measured;
- Report on the Departmental performance on Process Improvement project implementation;
- Define Award criteria and evaluation methods ;
- Recommend performance Departmental or staff awards when appropriate;
- Guaranty the team attendance as required ;
- Assist Process Improvement champions and managers to address and resolve a wide variety of concerns and complaints;
- Assist managers of Departments, Divisions, Units to insure one Process Improvement day every week;
- Enhance Process Improvement activities within the Commission and roll out to Regional/Liaison Offices;
- Draft manuals of procedures and processes required to successfully implement the process improvement initiatives;
- Undertake the operationalization of Process Improvement activities within the AUC;
- Inform and train staff about the selected method of Process Improvement;
- Promote Process Improvement activities through different formulas: debates, meetings etc.;
- Undertake a reflection on how best to extend Process Improvement activities to Regional and Liaison Offices;
- Perform any other relevant duty/responsibility assigned.

Requirements

1. Minimum Qualifications and Experience Required:

Applicants should possess:

- A University Bachelor in Public Administration or Business Administration or Administrative Management.
- Certified Project management professional (PMP) or certified Lean Six Sigma is must.

Required Experience

- A minimum of 3 - 4 years of experience in Management or Engineering or in Process Improvement, quality management is must.

Skills and competencies required

- Technology awareness
- Administration management
- Project management
- Quality management awareness
- Process Improvement methods awareness
- Develop and manage budgets

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 a fixed annual lump sum of US$ 72,033.93 (P2 Step 5) inclusive of all allowances for internationally recruited staff and US$ 60,430.34 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 1 April 2017.

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

Short Term

Employment Fraction

Full-time

Branch

Headquaters