



**External Publication of Job Posting**

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**Job Posting Title**

IPED Coordinator

**Start Date**

08.03.2017

**End Date**

08.04.2017

**Reference Code**

HRST201703083

**Job Title**

IPED Coordinator

**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.

The advertised position is for the senior officer who will coordinate the work of the African Union Education Observatory currently hosted in IPED (the Pan African Institute for Education for Development) in Kinshasa. The role of the Observatory is to ensure African ownership of education data, elimination of data blanks and ensuring quality, accurate and timely data used for enhancing the knowledge basis of education planning and development. The mandate of the Education Observatory Coordinator is to oversee the development and implementation of robust education management information system at continental level, linked to the regional and national levels.

In seeking to achieve these objectives, the African Union intends to strengthen its human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of Coordinator – IPED within the Department of Human Resources, Science and Technology based in Kinshasa, Democratic Republic of Congo.

**Department**

Job title: IPED Coordinator  
Grade: P5  
Supervisor: Director of Human Resources, Science and Technology  
Department: Human Resources, Science and Technology  
Duty Station: Kinshasa, Congo Democratic Republic

Number of Positions: 1

### **Project**

Coordination of program development, implementation and management of administration of the African Union Education Observatory, in line with the AU continental education development framework.

### **Tasks**

1. Major duties and responsibilities:
  - i) Overall supervision and coordination of the implementation policy, programs, and projects of the African Union Education Observatory;
  - ii) Providing oversight and leadership for the development and management of the Continental Education Management Information System
  - iii) Providing leadership in promoting knowledge based education planning, and policy analysis and development in Member States
  - iv) Providing leadership in capacity building, research and training in areas relevant to education management and planning
  - v) Liaison with the Education programme at the AUC Headquarters to ensure alignment and harmonious working
  - vi) Development and reinforcement of strategic partnerships agencies of the African Union and other local and international partners
  - vii) Overall management of the human and financial resources for the Education Observatory
  - viii) Any other related assignments as may be given by the Supervisor from time to time
2. Measures Of Performance
  - i) Policy and Program of the Institution developed and successfully implemented;
  - ii) Human resources of the Institution well appointed, developed and productive;
  - iii) Vibrant, qualitative and productive working relations with member States, RECs and other partners
  - iv) Registry and record of the financial and material resources of the Office well controlled;
  - v) Relationship with and network of partners developed and sustained;
  - vi) Communication with the HRST Department well developed and sustained;
  - vii) Report mechanism with Member States and REC's well developed and sustained.

### **Requirements**

1. Academic Qualifications :

The incumbent must have a minimum Masters' Degree in Education or related fields, from a reputable and recognised University.

A higher qualification is an added advantage

2. Professional experience required:

The incumbent must have the following:

- i. At least 12 years of General working experience. At least progressively 10 years of relevant working experience in education development; including some work experience in basic and higher education,
  - ii. At least 5 years involvement in education planning in African countries, At
  - iii. least 7 years' experience working in management positions, supervising senior personnel
3. Relevant Skills and Competences

Candidates for this post must have:

#### **Functional Skills**

- Good planning and organizational skills;
- Proven ability to produce different communication materials;

- International exposure and ability to work harmoniously with governments and International institutions;
- Excellent skills in Human Resources and Budget management
- Excellent verbal and written communication
- Excellent negotiating skills;

#### Personal Ability

- Ability to work in multi-cultural environments;
- Ability to supervise and manage teams.
- Excellent interpersonal skills, ability to organize and motivate others, and to work in a multi-cultural environment;
- Computer literacy especially on Office applications

#### Knowledge and Understanding

- Knowledge of the global and continental frameworks for education development
- Experience in programme development and budget management
- Experience working in multi-partner settings at national and international levels.

#### 4. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a must. Knowledge of other working languages would be an added advantage.

#### 5. Tenure of appointment:

The appointment will be made on fixed term contract for a period of three (3) years, of which the first twelve months are considered probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

#### 6. Equal opportunity:

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

#### 7. Remuneration:

Indicative basic salary US\$ 47,829.00 per annum (P5 Step 1) plus other related entitlements e.g. post adjustment (48% of basic salary), housing allowance (US\$ 21,196.80 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

#### 8. Least Representative Countries

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, Namibia, Sahrawi Arab Republic, SaoTome and Principe, Seychelles and Somalia.

#### 9. Application procedure:

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org>, not later than 8 April 2017.

African Union Commission  
P.O. Box 3243, Addis Ababa (Ethiopia)  
Fax: 00251-11-5525840/5510430  
E-mail: au-recruits@africa-union.org

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***

IPED, Kinshasa