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**External Publication of Job Posting**

**50210073**

**Job Posting Title**

SENIOR POLICY OFFICER – YOUTH DEVELOPMENT AND CAPACITY BUILDING

**Start Date**

28.03.2017

**End Date**

28.04.2017

**Reference Code**

HRST 04

**Job Title**

SENIOR POLICY OFFICER – YOUTH DEVELOPMENT AND CAPACITY BUILDING

**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 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 Senior Policy Officer Youth Development and Capacity Building within the Department of Human Resources, Science and Technology.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Angola, Eritrea, Central African Republic, Cape Verde, Comoros, Congo (DRC), Equatorial Guinea, Guinea (Rep), Guinea Bissau, Liberia, Madagascar, Namibia, Sahrawi Arab Republic, Sao Tome and Principe, Seychelles, Somalia and South Sudan.

**Department**

Post: One (1)  
Job title: Senior Policy Officer – Youth Development and Capacity Building  
Post level: P3  
Department: Department of Human Resources, Science and Technology  
Reporting to: Head of Division Youth Development and Capacity Building  
Duty Station: Addis Ababa, Ethiopia

## **Project**

### Job Purpose

Provide strategic support to the Head of Division and ensure positive contributions to the achievement of the African Union's vision towards Youth Development issues and the programmes related to the capacity building targeting the youth in Africa and in the Diaspora.

## **Tasks**

### Main Duties and Responsibilities:

1. Policies and Strategies for Inter-African cooperation in the field of Human Resources and youth development.
  - Formulate and analyze youth development policies and facilitate their implementation challenges in Africa;
  - Identify and analyze good practices, strategies and appropriate policies or solutions for youth development in Africa and in the world;
  - Undertake research and draft specific inputs for technical papers and analytical studies on youth development in Africa and other regions
2. Cooperation, Collaboration and Network development
  - Propose strategies and mechanisms to enhance cooperation and collaboration through inter-departmental liaison, partnership and working relationship;
  - Propose strategies and mechanisms to improve cooperation, collaboration and communication with the Youth Continental Body, Youth organizations in Africa, and the African youth in the Diaspora
  - Promote dissemination of goals, innovations, initiatives and guiding principles of available Youth Development Frameworks and ensure involvement of stakeholders and Partners at continental level for concrete outcomes;
  - Develop and promote institutional linkages and mechanisms for regional collaboration through such regional organs as RECs and others on youth agenda and in the implementation of the adopted frameworks and further developing a continental reporting mechanism to facilitate exchange and communication with Member States and RECs on the implementation of the adopted frameworks
  - Propose youth events throughout the Continent in order to strengthen African youth participation and visibility throughout the continent to strengthen African Youth meaningful participation and visibility.
  - Develop and monitor youth and stakeholders Database
  - Develop and monitor web pages on youth programmes, activities and initiatives.
3. Project development and management
  - Initiate the preparation and formulation of appropriate programs, policies and required strategies to promote the implementation of various frameworks developed for Africa to improve African Youth full participation in the development process
  - Formulate policies and mechanisms for concrete project development, including strategies for implementation, monitoring, evaluation and reporting;
  - Organize the process of dissemination of good practices to members States and strategies to scale up pilot experience and innovations.
  - Follow-up, monitor and report on important activities in the field of Capacity Building for Human Resource at the regional and international levels, in order to assist Member States to coordinate their activities and benefit from the implementation of the recent policies developed in the areas of Capacity Building, Adult education and the African Youth Charter and Programme of Action for the Decade for youth development..
4. Administration and logistics
  - Develop the program of work and justifying the annual budget of the Division;
  - Supervise the work of consultants and interns within the Division to ensure the quality and deliverables.
  - Draft, send and follow-up all urgent memos and letters (internal and outside correspondences) while ensuring appropriate responses to requests for advice and/or assistance on youth development issues;

- Coordinating the documents preparation translation, photocopy and distribution of required documents during meetings and missions;
  - Coordinating urgent logistics issues related to travel and meetings (booking of hotel rooms, sending tickets, transfer form and to the Airport, etc.).
- Other assignments
- Assist in designing brochure, posters and communication materials;
  - Performing any other job-related duties that may be assigned

## **Requirements**

### 1. Required Skills and Competencies

#### Functional Skills

- Good planning and organizational skills
- Demonstrated skills and experience in policy and/or sector development
- Excellent drafting and reporting skills
- Proven experience in policy development and analysis
- Highly developed advocacy and networking skills
- Proven overall supervising skills
- Good communication and negotiating skills;
- Excellent drafting and reporting skills
- Computer skills

#### Personal Abilities

- Extensive international exposure
- Ability to work harmoniously with Member States and International institutions;
- able to work in a multi-cultural environment
- Ability to build partnership and mobilize resources
- Management experience
- Excellent interpersonal skills and ability to organize and motivate others;

#### Knowledge and understanding

- Knowledge and understanding of the youth and capacity building affairs
- Experience in development of programmatic documents, including policies, programmes, reports and strategies.
- Experience in policy dialogue at the international level
- Experience working at an international level and with international development agencies, working with Regional Economic Communities and Knowledge of the African Union systems will be an added advantage
- A minimum of 5 years of experience in project management cycle especially in monitoring, evaluation and reporting.

### 2. Education Qualifications and Professional Experience Required:

- A minimum of a Master's Degree in Social Sciences, Social Work, Community work, Youth Development, Capacity building or Policy related fields with a minimum of seven (7) years of experience out of which three (3) years at a supervisory level.
- Candidates with First University Degree in Social Sciences, Social Work, Community work, Youth Development, Capacity building or Policy related fields would be considered provided they have a minimum of 10 years of relevant experience in Youth development and Capacity Building out of which 5 years of experience at a supervisory level
- Good background in education, training and development will be a strong asset.

### 3. Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several

other working languages would be an added advantage.

4. Tenure of Appointment:

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

5. Gender Mainstreaming:

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

6. Remuneration:

Indicative basic salary of US\$ 35,300.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 14,414.40 (per annum), 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), etc. for internationally recruited staff of the Commission.

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 28 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.

Directorate of Administration and Human Resource Management  
African Union Commission

**Contract Type**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

Headquarters