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**External Publication of Job Posting**

**50213771**

**Job Posting Title**

ASSISTANT POLITICAL AFFAIRS OFFICER

**Start Date**

10.04.2017

**End Date**

10.05.2017

**Reference Code**

AMISOM 13 03

**Job Title**

ASSISTANT POLITICAL AFFAIRS 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.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Assistant Political Affairs Officer in the department of Peace and Security of the African Union Commission

**Department**

Job Title: Assistant Political Affairs Officer  
Grade: P2 Step 5  
Section: Political Affairs  
Reports to: Political Affairs Officer  
Duty Station: Mogadishu, Somalia  
Number of Post : 1

**Project**

To assist in monitoring, reporting and analyzing all political aspects of the peace process and reporting on related developments and prospects. Also to follow up on all political, conflict prevention and peacemaking

initiatives and assist in facilitating the work of the mission in political affairs as directed, including in preparation of drafts, briefs, meetings and reports.

### **Tasks**

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Monitor and report political and related developments and progress of the mission;
- Assist in the identification and assessment of relevant new and emerging issues and areas of concern;
- Identify and provide early warning briefs on potential challenges;
- Assist in drafting talking points, speeches, memos and briefing notes for meetings and other correspondences for senior officials;
- Assist in the drafting of plans for start-up of operations and participating related implementation activities;
- Provide facilitation during mediation/negotiation between different parties and reconciliation processes and institution building in Somalia;
- Liaise as appropriate with other sections of the mission as required and under direction; and
- Perform any other duties as directed/requested by immediate supervisors.

### **Requirements**

#### **1. QUALIFICATIONS AND EXPERIENCES REQUIRED**

Have a Bachelor Degree in in political science, international relations, international law or similar fields with 3 - 4 years of working experiences in related fields. Candidates should possess strong knowledge in mediation, conflict management and state building formation.

Have a Diploma in in political science, international relations, international law or similar fields with 5 years of working experiences in related fields at specialist . Candidates should possess strong knowledge in mediation, conflict management and state building formation

#### **2. SKILLS AND COMPETENCIES REQUIRED:**

- Ability to work closely with governments, NGOs and multi-lateral institutions in complex political affairs, peace and security undertakings.
- Computer literate and well versed in the use of the Internet, Power Point, Excel and Word.
- Excellent writing, negotiating, analytical and communication skills.
- Ability to work in a multicultural setting
- Must be prepared to work in a hardship context and highly pressurized and sometimes hazardous environment

#### **3. Language requirement:**

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

#### **4. Tenure of appointment:**

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

#### **5. Equal opportunities:**

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

6. Remuneration:

The salary attached to the position is a fixed monthly lump sum of US\$ 88,548.93 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 76,945.34 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 10 May 2017.

2 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  
Addis Ababa (Ethiopia)

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

AU Liaison Offices – AMISOM