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Job Posting Title

INFORMATION OFFICER – FRENCH

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DIC 10 / 11

Job Title

INFORMATION OFFICER – FRENCH

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 Regular post of Webmaster in the Directorate of Information and Communication of the African Union Commission.

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

Title Information Officer - French

Grade: P2

Supervisor: Head of Division, Information

Directorate: Information and Communication

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

Project

Project:

Under the direct supervision of the Head of Information Division in the, Directorate of Information and Communication (DIC), the Information Officer - French will support the implementation of the AUC Public Relations and Advocacy Communication plans which are geared to influence the development agenda, promote public and media outreach and mobilise support for the programmes of the African Union Commission to French Speaking audiences.

The Information officer should promote a client-oriented approach in communication activities and work in close collaboration with the staff, AU organs and Specialized Agencies, Member States Information and Communication Government officials, the media, multilateral and bilateral partners and civil society.

Tasks

MAJOR DUTIES AND RESPONSIBILITIES:

a. Media Engagement

- Identify key stakeholder in media and develop strategies for media engagement to help popularise the activities of the AU and encourage public awareness and participation
- Work with AU accredited media to identify opportunities for continuous engagement
- Organise regular workshops as well as other events to enhance relationship between AU and the media

b. Content & Editorial Support

- Develop guidelines and support public engagement by AUC principles – e.g. interviews, press conferences, making speeches, presentation
- Develop public relations material for use at AUC headquarters e.g. guided tours material and dissemination to key stakeholders
- Work with Member States embassies and AU organs / RECS to develop collaborative material to enhance awareness about AU especially as relates to Agenda 2063 initiatives
- Support the production of written materials for publication and publicity, such as newsletters, annual reports, brochures, leaflets
- Work with AV teams to ensure coverage of AU events and ensure records are delivered to the communication division for archiving.

c. Digital Communication

- Track AU media coverage on social media and other digital platforms and provide strategies for managing digital public relations
- Work with the web team to ensure key activities are captured and disseminated on AU digital platforms
- Assist Web team in translation of content on AU digital channels

d. Database Management

- Identify and categorise key media stakeholders (individuals / groups) and work with webteam to create electronic databases that will assist the African Union to communicate more effectively with the media
- Compile and disseminate information to focal persons within AU departments and organs
- Ensure all databases are available to DIC digital teams and filed for institutional knowledge and reference

e. Innovation

- Keep abreast of new technologies and to propose adoption of relevant new communication technologies

- f. Public Relations & Public Awareness
 - To propose and supervise public awareness campaigns aimed at raising the profile of the African Union
 - Prepare media advisories, press releases, speeches, draft responses, talking points, presentations and other visual aids as necessary to support messaging
 - Ensure adequate planning and coverage of departments activities by media
 - Conduct AUC educational guided tours at the AU Headquarters (including supervision of Volunteers or Interns assigned to carry out tours)

- g. Activity & Budget Management
 - o Work with administrative assistant to prepare draft annual budgets for information division activities

- h. Reporting
 - o Keep track of coverage of AU activities by accredited media and provide regular reports to enable the organisation assess the effectiveness accredited media
 - o Provide regular (monthly, quarterly and annual reports) of information activities engaged in within the department and to support other AU departments

- i. Research
 - o Keep abreast of trends in media / journalism and information dissemination technologies and provide reports that can assist AU in enhancing its information activities

- j. To perform any other duties as assigned by the supervisors.

Requirements

1. QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED:

- University Bachelor Degree in Public Relations, Journalism or a related field, with 3-4 years of progressively relevant working experience in the areas of journalism, broadcast media, public relations or corporate communication.
- Professional qualifications would be an advantage e.g. Chartered Institute of Public Relations (CIPR).

OR

- University Diploma in in Public Relations, Journalism or a related field, with 5 years of experience at a specialist level of progressively relevant working experience in the areas of journalism, broadcast media, public relations or corporate communication.
- Professional qualifications would be an advantage e.g. Chartered Institute of Public Relations (CIPR).

2. COMPETENCIES

- Varied sector journalism experience – broadcast, print, digital
- Possess good knowledge of and experience with new communication technologies including digital content creation and analytics
- Superior knowledge and understanding of public sector communication
- Excellent editorial and writing skills
- Excellent public speaking and communication skills

- Experience in Public Relations management
- High level of competency in using MS Office Suite Programmes
- Considerable knowledge of research methodologies and analysis
- Have proven ability to be innovative and adapt communication strategies to suit the prevailing conditions and challenges
- Have excellent inter personal skills and be able to work as part of a team
- Have the ability to form and maintain relationships through teamwork and networking
- Be able to work in multicultural environments
- Have high levels of energy with the desire to produce products of world class standards
- Be able to maintain confidentiality

3. LANGUAGE REQUIREMENT

- High level / Holistic knowledge of French with excellent written, spoken, auditory) skills and ability to translate content from one of the official languages of the AU to French
- Proficiency in written and spoken English.
- Ability to communicate in two or more working language(s) 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. Equal opportunities:

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

6. Remuneration:

Indicative basic salary of US\$ 29,287.00 (P2 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 12 August 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
Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters