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**External Publication of Job Posting**

**50263401**

**Job Posting Title**

SENIOR POLICY OFFICER, PARTNERSHIP COORDINATION

**Start Date**

11.07.2017

**End Date**

12.08.2017

**Reference Code**

DCP 01 /03

**Job Title**

SENIOR POLICY OFFICER, PARTNERSHIP COORDINATION

**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 Senior Policy Officer, Partnership Coordination in the Bureau of the Deputy Chairperson of the African Union Commission.

**Department**

Job Title: Senior Policy Officer, Partnership Coordination

Grade: P3

Supervisor: Deputy Chief of Staff, Bureau of the Deputy Chairperson

Duty Station: Addis Ababa

Number of Positions: 1

**Project**

Job Summary

Under the supervision of the Deputy Chief of Staff of the Bureau of the Deputy Chairperson, the incumbent will provide technical and programmatic assistance to the AUC to enable it to abide by USAID's reporting and program requirements on a timely basis in use of USAID resources, thereby reducing potential program implementation delays or complications.

He/she will work closely on a daily operational level with the Head of International Cooperation and Resource Mobilization Division; the Head of External Resources Management in the Programming, Budget, Finance and Accounting Department, and Head of the Bureau of the Chairperson's Partnerships Management Division. The incumbent will also liaise with all AUC directors and staff as necessary to undertake the duties and responsibilities outlined in the below section.

## **Tasks**

### Main Duties and Responsibilities

- Serve as the AUC desk officer for all USAID/AUC joint programs and USAU related matters.
- Work in direct support of the Deputy Chief of Staff to ensure USAID supported programs yield the desired results for both AUC and USAID.
- Serve as a direct support to the Heads of Division, Heads of Department, and Directors as assigned by the Deputy Chief of Staff.
- Support technical departments in identification of results-based targeted assistance, both financial and technical.
- Support the implementation of the USAID assistance agreement and associated implementation letters, abiding by the principles of aid effectiveness.
- Work with the concerned departments to coordinate the preparation and submission of a quarterly narrative and financial overview of the status of current USAID-AUC programs to USAID and AUC.
- Undertake any other relevant tasks assigned by AUC management.

## **Requirements**

### 1. Qualification and work experience required

University Master's Degree in in a relevant field that includes coursework related to international development, monitoring and evaluation, political science, sociology democracy and governance, economics, education or human rights with 7 years of experience out of which 3 at a supervisory level in the design, evaluation or management of development and/or humanitarian programs, and/or management of partner relations.

OR

University Bachelor Degree in a relevant field that includes coursework related to international development, monitoring and evaluation, political science, sociology democracy and governance, economics, education or human rights with 10 years of experience out of which 5 years of experience at a supervisory level in in the design, evaluation or management of development and/or humanitarian programs, and/or management of partner relations.

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WITH

- At least two years of which have included activities on the African continent, with thorough understanding of the African Union rules, procedures and programs.
- At least one year of prior work or consultative experience/engagement with USAID or other bilateral or multilateral development agencies preferred.

### 2. Other Relevant Skills

An understanding of:

- The history, nature and dynamics of politics and development in one or more regions of Africa, and
- Development challenges and interests of the African continent at the national, regional and continental level.
- Knowledge of USAID programming in general and specifically with the African Union in one or more areas such as youth engagement, women's empowerment, public private partnership development , trade and health is a strong plus.
- Demonstrated capacities in the following areas:
  - ? Ability to develop and maintain an extensive range of senior/high level contacts in governmental, international, and private sector circles;
  - ? ability to interrelate current development issues and trends to the broader political forces and factors at work in Africa;
  - ? ability to prepare factual and interpretive reports covering complex subject matter;
  - ? ability to plan, organize and execute complex projects conducted independently;
  - ? ability to coordinate closely with a wide range of stakeholders with competing priorities, political agendas and programming processes.
- Mastery of computer usage including Word, Excel, Power Point and other relevant computer programs is required.

### 3. Language Requirement:

Applicants must be proficient in at least 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 fixed term contract for a period of two (2) years, of which the first six months be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

### 5. Gender Mainstreaming:

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

### 6. Remuneration:

The indicative annual salary attached to the position is a lump sum of US\$. 83,070.00 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$. 71,466.41 inclusive of all allowances for locally recruited staff.

### 7. How to Apply.

All applications must reach the African Union Commission not later than 12 August 2017 through the AU Commission's website <http://www.aucareers.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.

Directorate of Administration and Human Resources  
 Management, African Union Commission  
 Addis Ababa, Ethiopia

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters