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**External Publication of Job Posting**

**50264966**

**Job Posting Title**

Human Resources Officer, (Recruitment)

**Start Date**

14.07.2017

**End Date**

14.08.2017

**Reference Code**

AHRM201707143

**Job Title**

Human Resources Officer, (Recruitment)

**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 Commission of the African Union invites applicants who are citizens of Member States to apply for the post of Human Resources Officer within the Human Resources Division in Addis Ababa, Ethiopia.

**Department**

All applicants who had previously applied for this position need to re-apply

Post title: Human Resources Officer, (Recruitment)  
Number of Posts: 4  
Post level: P2  
Unit: Human Resources Division  
Immediate Supervisor: Chief of Recruitment  
Duty station: Addis Ababa, Ethiopia

**Tasks**

- Assists the Chief of Recruitment in drafting and defining approaches, Standard Operations Procedures, guidelines and tools used in short listing, interviewing and selection of staff,
- Be sure that the Practices, the Staff Rules and Regulations are fully respected and known by the staff,
- Work closely with HRBP and Clients to understand staffing needs and respond accordingly.

- Plan for, coordinate, and prepare vacancy announcements.
- Ensure thorough follow through by creating tracking mechanisms to follow up on postings and applications through hire.
- Creates candidate lists by conducting initial lists of qualified candidates.
- Coordinate and participate in short listing and interviewing activities.
- Prepare reports on short listing and interview exercises. Seek approval for appointments, initiate contracts in Sap system, and prepare job offers to successful candidates
- Prepares APROB meetings' agenda
- Prepares APROB meetings' minutes and decisions,
- Drafts and send invitation letters for shortlisting and interviews,
- Follows up on APROB decisions,
- Revise all outgoing documents to ensure accuracy,
- Prepares interview questions,
- Edits and sends out contracts for short term staff,
- Maintain rosters of successful candidates for use in other relevant vacancies,
- Track assumption and separation of project staff providing monthly status reports,
- Coordinate communications, transportation and onboarding activities for new hires,
- Compile upgrading and staff on ceiling report,
- Prepare renewal of employment contracts based on feedback obtained from the employee's supervisor and the project life span remove,
- Extract and prepare reports on job vacancies and to monitor recruitment related activities,
- Other duties as applicable.

### **Requirements**

#### 1. Qualifications required:

University Bachelor degree at least but a Master in human resources management, business or public administration, Management and Marketing or related field preferred.

#### 2. Work experience

Minimum of 4 years of progressively relevant experience in human resources management, recruiting or related area in a competitive environment.

#### 3. Other relevant skills

##### Professionalism

- Knowledge of human resources, practices and procedures and ability to apply them in an organizational setting.
- Ability to identify issues, formulate opinions, make conclusions and recommendations in individual and team settings.
- Shows pride in work and in achievements.
- Conscientious and efficient in meeting commitments, observes deadlines and achieves results.
- Projects a positive image of the efficiency of the organization.
- Professional motivation over personal concerns.
- Shows persistence when faced with difficult problems or challenges.
- Takes responsibility for incorporating gender perspectives. Ensures equal participation of women and men in all areas of work.

##### Planning & Organizing

- Develops clear goals that are consistent with agreed strategies,
- Identifies priority activities and assignments; adjusts priorities as required,

- Allocates appropriate amount of time and resources for completing the work,
- Foresees risks and allows for contingencies when planning,
- Monitors and adjusts plans and actions as necessary,
- Uses time efficiently.

#### Teamwork

- Works collaboratively with colleagues to achieve organizational goals.
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others.
- Places team agenda before personal agenda.
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position.
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

#### Client Orientation

- Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view;
- Establishes and maintains productive partnerships with clients by gaining their trust and respect.

#### Managing Performance

- Delegates the appropriate responsibility, accountability and decision-making authority.
- Makes sure roles, responsibilities and reporting lines are clear to each staff member.
- Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills.
- Monitors progress against milestones and deadlines.

#### 4. 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.

#### 5. Tenure of appointment:

The appointment will be made on a fixed term contract for a period of 12 months, of which the first 3 months will be considered as a probationary period. Thereafter, the contract will be for a period of 12 months renewable, subject to satisfactory performance.

#### 6. Equal opportunities:

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

#### 7. Remuneration

The salary attached to the position is a fixed monthly lump sum of US\$ 6,002.83 (P2 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 5,035.86 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 14 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***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters