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Job Posting Title

CHIEF OF INFRASTRUCTURE INFORMATION UNIT

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Job Title

CHIEF OF INFRASTRUCTURE INFORMATION UNIT

Organization

The African Union (AU) 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 the new organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants of citizens of Member states for the regular post of Chief of Infrastructure Information Unit within the Department of Infrastructure and Energy of the African Union Commission.

Department

Job Title: Chief of Infrastructure Information Unit
Grade: P3
Supervisor: Director, Infrastructure and Energy
Duty Station: Addis Ababa, Ethiopia
Number of Posts: One

Project

Plan, implement and monitor an advocacy and communication strategy to raise awareness of the general public and various stakeholders about the infrastructure projects undertaken by the Department of Infrastructure and

Energy, including key message streaming and information dissemination of the projects' activities to different national, regional and international target audiences.

Coordinate all the communications activities of the Department with a view to ensuring an improved visibility of the Department's projects and initiatives, through all available communications tools and channels (media relations, knowledge management, website and social networks, stakeholder outreach, event management etc.). In that regard the incumbent will develop, oversee and implement a complete mix of conventional, up-to-date and online communications for internal and external stakeholders. He/she will be responsible for planning, managing and executing end-to-end print and digital campaigns, brand and corporate collateral, projects and budgets, evaluation and analyses of communications results, media and agency liaison, print management, public relations and promoting events and projects.

Tasks

1. Main Duties and Responsibilities.

The Chief of Infrastructure Information Unit working closely with the Department of Information and Communication will have the following responsibilities;

1.1. Active Internal communication of the Department's projects

- Design and implement annual communication work plans for internal and external communications including the financial plan for their implementation;
- Plan, coordinate and deliver communication elements for significant projects, events and programmes coordinated by the Department of Infrastructure and Energy to keep stakeholders (government services, business circles, NGOs, international organizations, the general public, etc.) informed of the Department's programmes and achievements;
- Provide assistance to develop and deliver communication materials, including publications, online copy, briefing notes and presentations;
- Draft press releases and other diverse range of information communications in support of the Department's objectives;
- Provide Internal communication advice, support and control to colleagues;
- Update and feed the Department's social media pages with appropriate messaging;
- Closely fact check and carefully copy edit written documents;
- Undertake the necessary monitoring activities to ensure the success of the communication strategy.

1.2. External communication and effective communication tools

- Identify key audiences / messages for the Department outreach;
- Raise media awareness and sensitization on key development issues handled by the Department such as infrastructure development, regional integration, energy, tourism, ICT, private sector participation;
- Review Department's work regularly in order to identify possible stories, then undertake proactive media engagement, including writing press releases and pitching feature articles;
- Proactively maintain web pages and assist in maintaining webpage/ social media updated and user friendly;
- Setup and maintain a Departmental-wide contacts database including all stakeholders and clients in order to better disseminate externally the Department work;
- Help establish a strong AUC branding.

Requirements

1. Qualification and Work Experience Required

- Master's Degree in ICT, Information Technology, Communication, Database Management or related fields with seven (7) years of experience out of which at least three should be at supervisory level.
- Applicants with Bachelor's Degree with ten (10) years' work experience out of which five years of

experience at a supervisory level will also be considered.

- Training in Public Relations, Advertising, Digital media, Mass Communication or information infrastructure management is an added advantage.

2. Required Skills and competencies

a. Functional Skills

- Good research skills and ability to gather and integrate diverse information from various sources;
- Excellent Computer skills and well versed in the use of the Internet, Desktop publishing packages, Power Point, Excel and Word;
- Speaks and writes clearly and effectively;
- Advanced level in design or editing tools

b. Personal Abilities

- Ability to support interaction with range of target audiences;
- Ability to build and maintain successful networks with key stakeholders;

c. Knowledge and Understanding

- Professional knowledge of different aspects of communications;
- Specific experience in management of communication and social media networking for large organizations or agencies;
- Up to date knowledge of topics and issues;
- Proven experience in managing communications for infrastructure development;

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. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eretria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Sao Tome and Principe, Seychelles and Somalia.

6. Gender Mainstreaming:

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

7. Remuneration:

Indicative basic salary for this position is US\$ 35,300.00 (P3 Step 1) per annum plus other related entitlements such as Host 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.

How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 20th August 2017.

Directorate of Administration and Human Resources Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters