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**External Publication of Job Posting**

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**Job Posting Title**

SENIOR COMMUNICATION OFFICER

**Start Date**

21.07.2017

**End Date**

22.08.2017

**Reference Code**

201707213

**Job Title**

SENIOR COMMUNICATION 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.

The Africa Centre for Disease Control and Prevention (Africa CDC) was officially launched in Addis Ababa, Ethiopia, on January 31, 2017. The Africa CDC is Africa's first continent-wide public health agency and envisions a safer, healthier, integrated and stronger Africa, where Member States are capable of effectively responding to outbreaks of infectious diseases and other public health threats. The agency mission is to strengthen Africa's public health institutions' capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs.

Towards meeting its' mission, the Africa CDC will work with African Union member States, WHO, and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas: (1) public health surveillance and disease intelligence; (2) public health emergency preparedness and response; (3) public health laboratory systems and networks; (4) public health information and technology systems; and (5) public health research and public health institutes. .

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the reinforcement of its organizational structure and expertise. The Commission of the African Union invites applicants who are national and citizens of Member States for a position of Senior Communication Officer for the Africa CDC.

**Department**

Post:

Title: Senior Communications Officer  
Grade: P3  
Department/Agency: Africa CDC  
Supervisor: Africa CDC Director  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

### ***Project***

#### Job Purpose:

To serve as a strategic counsel to the Africa CDC Director and coordinator of the overall management of communications strategy and public health communication program activities of the Africa CDC. The Senior Communication Officer is also responsible for strategic planning, development and execution and evaluation of the communications platform supporting the long-term vision, strategic direction and annual goals and objectives of the Africa CDC.

### ***Tasks***

#### Major Duties and Responsibilities:

- Lead the integration of knowledge and experience of health communication programs and policies to provide advice and guidance on addressing complex communication issues to the Director and key stakeholders both within and outside the Africa CDC;
- Plan, manage and evaluate all aspects of the Africa CDC (internal and external) communications function, these include, but not limited to: development of communications policies and procedures, web-site development and operations, public relations, social media, risk communications, facilitation of dissemination of scientific information and products, conduct of reviews and studies, and addressing other priority communication systems needs and requirements;
- Develop strategies, mechanisms and systems supporting the Africa CDC enterprise communications platform as needed to develop, document, maintain and disseminate information within the organization and externally to key stakeholders and partners;
- Keep leadership informed on key issues affecting the Centre and prepare resources to communicate issues internally;
- Support the planning, product development, dissemination and evaluation of communications to key stakeholders as to build trust and promote awareness and understanding of the Africa CDC mission, vision, values, strategies and accomplishments;
- Represents and promotes priority Centre communication initiatives, events and products;
- Support highly collaborative relationships across the Centre and African Union, and with key stakeholders and partners to ensure alignment and coordination of Centre strategies and key messages;
- Ensures development and quality review of talking points, briefings, presentations, speeches and other communication products for use by the Director and other senior staff;
- Consults on, monitors, and measures progress and outcome of priority communication targets, products and activities. Identifies problems and implements corrective actions and communicates progress milestones as appropriate to the Director and other key stakeholders;
- Coordinates the use of a variety of methods and techniques in achieving communication goals such as media campaigns, news releases, radio and television scripts, feature articles, personal appearances, new conferences, brochures, pamphlets, etc. to convey information concerning Centre priority activities and programs to key stakeholders and partners.

## **Requirements**

### **1.Educational Qualifications & Work Experience Required:**

University Master's Degree in Mass Communications, Journalism, Public Relations and Advertising or related fields with 7 years of experience in communication roles in a public health or related setting with Proven track record of successful management of relationships with key media outlets to promote communication priorities and working with digital media platforms and tools out of which three (3) years at a supervisory level/ international level in private sector communications agencies and public relations firms. Working with Digital platform & tools, Social Media & Social Media Measurement tools (e.g. Hootsuite, Simply Measured, and/or Sprout Social), PR tools/databases (e.g. Business Wire, Vocus & Cision) and Coordinating and managing website development and maintenance.

OR

University Bachelor Degree in Mass Communications, Journalism, Public Relations and Advertising or related fields with 10 years of experience in communication roles in a public health or related setting with Proven track record of successful management of relationships with key media outlets to promote communication priorities and working with digital media platforms and tools out of which five (5) years at a supervisory level/ international level in private sector communications agencies and public relations firms. Working with Digital platform & tools, Social Media & Social Media Measurement tools (e.g. Hootsuite, Simply Measured, and/or Sprout Social), PR tools/databases (e.g. Business Wire, Vocus & Cision) and Coordinating and managing website development and maintenance.

### **2.Required Skills and Competencies:**

- Comprehensive, expert knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the development and administration of domestic and international health communication programs to: research, develop, and evaluate key health communication policies, procedures, and guidelines;
- A strategic perspective and strong leadership abilities
- Interpersonal relationship skills to establish and maintain effective and diplomatic working relations and to secure support and cooperation of others;
- Outstanding verbal and written skills and mastery of various writing styles and voices, including journalistic and executive writing;
- Possesses excellent organization and project management skills;
- Ability to handle competing priorities and to work effectively in a challenging fast paced environment;
- Demonstrated ability with regard to computer skills, including excellent word processing capabilities, proficiency with e-mail and internet applications, experience in using programs such as MS PowerPoint, MS Word and MS Excel;
- Narrative and financial reporting skills.
- Leadership and management skills
- Exercises judgment in managing confidential/sensitive information – trustworthy;
- Strong command of document and graphic presentation and media software systems and tools;
- Analytical and problem solving skills
- Highly developed diplomatic, representational and interpersonal skills
- Delegation skills
- Team management and supervisory skills.
- Able to operate in a multicultural environment
- High level of autonomy at work, yet with profound team-spirit
- Adaptive, Patient, resilient and flexible
- Pro-active and solutions oriented

### **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 will be made on fixed term contract for a period of one (1) year, of which the first three (3) 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. Equal Opportunities:

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

#### How to Apply

All applications must reach the African Union Commission not later than 22 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***

Fixed Term Contract

#### ***Employment Fraction***

Full-time

#### ***Branch***

Headquarters