



External Publication of Job Posting

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Job Posting Title

Recruitment and Communication Assistant

Start Date

01.08.2017

End Date

01.09.2017

Reference Code

RCA_03

Job Title

Recruitment and Communication Assistant

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 is looking for a Recruitment and Communication Assistant who is citizen of a Member State of the African Union to serve as a Recruitment and Communications Assistant in the Recruitment Unit within the Human Resources Division in Addis Ababa, Ethiopia.

Department

Title: Recruitment and Communication Assistant
Post level: GSA5
Unit: Recruitment
Immediate Supervisor: Head of Recruitment Unit
Second Supervisor: Head, Human Resources Management
Duty station: Addis Ababa, Ethiopia
Number of Positions: 1

Project

Under the responsibility of the Head of Recruitment, the Recruitment and Communication Assistant is responsible for moderating User Generated Content that appears and escalating any issues to the appropriate internal/client teams.

Tasks

Major Duties and Responsibilities:

A. Ensure proper planning and implementation of Recruitment activities:

- Monthly plan of shortlisting and interviews
- Preparation and coordination of activities (sending out of invitation letters, following up on confirmation from panelists)
- Prepare shortlisting schedules and organize all shortlisting sessions under respective departments.
- Prepare invitations to panel members prior to shortlisting date.
- Ensure panel member's representation during shortlisting exercise.

B. Ensure visibility of the African Union on Social Media:

- Creates/manages the moderation and terms of use policies.
- Writing blog posts, articles, newsletters, communications materials, and material for social media channels
- Social media marketing – creating, managing and growing the company's presence through YouTube, Twitter, Facebook, and other strategically relevant online properties
- Monitors discussions, responds in a timely fashion where appropriate (or ensures relevant responders are "nudged" to respond)
- Alerts appropriate staff as issues arise and work with staff to resolve issues. Maintains a Responders List of members and/or staff who can be reached quickly to respond specific questions.
- Networks with community members and identifies Community Talents. Works behind the scenes to ensure engagement.
- Assist in online posting of open positions on the African Union Careers Website

C. Other duties:

- Review and ensure the accuracy of all outgoing documents,
- Create Project ToRs,
- Create Job ToRs (Staff and Youth Volunteers if needed),
- Ensure that the SoPs, SRR, Recruitment Policy are given, known and followed by the team with accuracy.
- Design and ensure visual management.
- Design tools to keep the team engaged.
- Ensure that Internal Staff know how to contribute to ensure that the Recruitment team achieves its goals.
- Undertake other related duties from time to time as may be required by the immediate or second supervisors.
- Maintain awareness of own developmental needs and hence undertake training as necessary.
- Preparing correspondences, reports and terms of reference.
- Develop screening questionnaires.

Requirements

1. Educational Qualifications & Work Experience Required:

At least a Bachelor Degree in Administration or Commerce with Minimum of one (1) year relevant working experience.

2. Other Relevant Skills & Competencies:

2.1 Professionalism:

- 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.

2.2 Planning & Organizing:

- Develops clear goals that are consistent with agreed strategies.
- Identifies and adjust priority activities and assignments.
- Allocates appropriate amount of time and resources for completing work. -Monitors and adjusts plans and actions as necessary.
- Uses time efficiently.

2.3 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.

2.4 Creativity:

- Willingness to test new ideas and implement them.

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 a short term contract for a period of one (1) year, of which the first three (3) months will be considered as a probationary period.

5. Equal Opportunities:

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

6. Remuneration:

The salary attached to the position is an annual lump-sum of USD 47,748.39 inclusive of all allowances for

internationally recruited staff, and USD 21,354.35 inclusive of all allowances for locally recruited staff.

7. How to Apply

Applications must reach the Commission not later than 1st September 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 Resource Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters