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**External Publication of Job Posting**

**50281934**

**Job Posting Title**

Programme Officer, NEPAD Coordination Office

**Start Date**

09.08.2017

**End Date**

09.09.2017

**Reference Code**

PONEPADP203

**Job Title**

Programme Officer, NEPAD Coordination Office

**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 amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Programme Officer in the NEPAD Coordination Office under the Bureau of the Chairperson of the AU Commission.

**Department**

Post:

Job Title: Programme Officer  
Grade: P2  
Supervisor: Head of NEPAD Coordination Office  
Duty Station: Addis Ababa, Ethiopia  
Number of Positions: 1

**Project**

Job Description Summary:

Under the supervision of the Head of NEPAD Coordination Officer, the Programme Officer will support the coordination and synergy in the work of the African Union Commission, in ensuring complementarity in the work of the Commission and that of the NEPAD Planning and Coordinating Agency.

### **Tasks**

Main Duties and Responsibilities:

Under the direct supervision of the Head of NEPAD Coordination Unit, the responsibilities and duties of the incumbent shall include the following:

- Assist the Head of Unit in the day to day operation of the Unit, including participating in the coordination of substantive and administrative activities of the Unit and preparing annual work plans and budget submissions;
- Participate in the implementation of major Unit initiatives, including the preparation of written outputs (Concept Notes, issues papers, background documents, sections of reports and studies, etc.)
- Assist the Head of Unit in the organization of workshops, seminars, colloquium and meetings of NEPAD (e.g. NEPAD Steering Committee, NEPAD Head of States and Orientation Committee, etc.) and prepare reports;
- Assist the Head of Unit in the secretariat of the PRC Sub-Committee on NEPAD;
- Contribute to the implementation, monitoring and coordination of NEPAD Projects and programmes in collaboration with the various departments of AUC;
- Assist the Head of Unit in organizing the quarterly work programme, harmonization session between AUC and NCPA;
- Assist the Head of Unit in preparing financial and narrative mid-term and annual reports of the Unit;
- Perform other functions assigned by the Head of Unit.

### **Requirements**

1. Educational Qualification & Work Experience Required:

University Bachelor Degree in International Relations, Economics, Applied Statistics, Development Studies, Projects/Programme Management, or a related field with 3-4 years of experience in specific area of economic development, including project design, implementation, monitoring and coordination. An international experience would be an added advantage.

OR

University Diploma in International Relations, Economics, Applied Statistics, Development Studies, Projects/Programme Management, or a related field with five (5) years of experience in specific area of economic development, including project design, implementation, monitoring and coordination. An international experience would be an added advantage.

2. Other relevant skills:

- Professionalism: Demonstrated in-depth technical knowledge and proven analytical skills;
- Planning and organizing: Proven ability to plan, organize and coordinate work, and an ability to make timely decisions;
- Communication: Effective written and oral presentation skills, particularly the ability to present information in a concise and accurate manner; ability to develop consensus among people with varying points of view;
- Teamwork: Excellent interpersonal skills and ability to operate effectively across organizational

boundaries, ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity;

- Judgment/Decision-making: Good judgment and initiative, imagination and resourcefulness, energy and tact, ability to ensure an effective work structure to maximize productivity and achieve institutional goals. Self-motivated and able to work under pressure.

### 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 fixed term contract for a period of two (2) years, of which the first six months will be considered as a probationary period. Thereafter, the contract will be renewable subject to satisfactory performance, deliverables and funding availability.

### 5. Gender Mainstreaming

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

### 6. Remuneration

The salary attached to the position is an annual lump-sum of USD 72,033.93 inclusive of all allowances for internationally recruited staff, and USD 60,430.34 inclusive of all allowances for locally recruited staff.

### How to Apply

Applications must reach the Commission not later than 9th 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**

Fixed Term Contract

### **Employment Fraction**

Full-time

**Branch**

Headquarters