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**External Publication of Job Posting**

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**Job Posting Title**

Head of Division - Diaspora

**Start Date**

10.08.2017

**End Date**

11.09.2017

**Reference Code**

CIDO201708103

**Job Title**

Head of Division - Diaspora

**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, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Head of Division - Diaspora in the Directorate of Citizens and Diaspora Organizations (CIDO) of the African Union Commission.

**Department**

Job Title: Head of Division - Diaspora

Grade: P5

Supervisor: Director, CIDO

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

**Project**

Under the direct supervision of the Director of CIDO, the Head of the Diaspora Division manages all the resources of the Division (human, financial, and otherwise) through planning, budgeting, programming,

monitoring and evaluation processes with the overall objective of implementing the African Union Diaspora Initiative. The incumbent is also expected to support the Director in the overall administration of the Directorate.

### **Tasks**

Under the direct supervision of the Director of CIDO, he/she will be responsible for the following:

- Lead the development of appropriate policies, programs, project proposals, and strategies at the continental level relating to the effective participation of the African diaspora at the level of the African Union and within Member States.
- Lead the provision of technical support and advice to Member States in the formulation, implementation and monitoring of diaspora engagement policies, programs and initiatives.
- Conduct research, studies and analyses in the area of diaspora engagement, with particular reference to policies and programs of Member States, Regional Economic Communities (RECs), and other specialized agencies in order to identify areas of intervention.
- Oversee the resource development efforts of the Division by leading the development of project concepts and proposals for funding by donors, and the development of project implementation reports in accordance with donor requirements.
- Lead and coordinate the organization of continental and international technical meetings, conferences and workshops on diaspora-for-development issues including the preparation of background documents and the reporting of related outcomes.
- Assist the Director in ensuring overall management of the work of the Division: personnel, budget, performance, quality, and training in conformity with relevant rules and procedures.
- Assist the Director in the management of stakeholder relations with external partners and ensure functional coordination within the AU Commission and other AU Organs and institutions.
- Assist the Director in the implementation and follow-up of policy decisions and keep appropriate authorities informed of all relevant developments for consideration and appropriate action.
- Assist the Director with the task of supervising and coordinating the inputs of all staff within the Division; directing and delegating responsibilities with regard to activities carried out by respective staff members in this regard.
- Perform any other duties as may be assigned.

### **Requirements**

#### 1. Educational Qualification and Work Experience Required

University Master's Degree in Political Science, Public Law, International Relations, Economics or a related field in the Social Sciences with 12 years of relevant experiences in design & implementation of diaspora-for-development programs or projects including in the areas of diaspora volunteering, remittance management, diaspora investments, diaspora networks, diaspora-led knowledge circulation initiatives of which 7 years of managerial level experiences on issues of migration and development with a particular focus on diaspora policy or program development at national, regional or international level, preparation & delivery of policy analysis & advice to national governments with African Union Member States is highly preferable

A Ph.D. in relevant field is an added advantage.

OR

University Bachelor Degree in Political Science, Public Law, International Relations, Economics or a related field in the Social Sciences with 15 years of relevant experiences in design & implementation of diaspora-for-development programs or projects including in the areas of diaspora volunteering, remittance management, diaspora investments, diaspora networks, diaspora-led knowledge circulation initiatives of which 5 years of managerial level experiences on issues of migration and development with a particular focus on diaspora policy or program development at national, regional or international level, preparation & delivery of policy analysis &

advice to national governments with African Union Member States is highly preferable

## 2. Required Skills and Competencies:

### Functional Skills:

- Highly advanced program / project management competencies, including in financial management, grant administration and project reporting. Must demonstrate advanced competencies in grant writing. Must be experienced in project cycle management and must demonstrate familiarity with the development, management and monitoring of major projects and programs. Familiarity with grant management processes of major development partners (World Bank, EU, USAID, etc) will be a distinct asset.
- Exceptional interpersonal and communication skills, both verbal and written. Incumbent will be expected to communicate professionally with diaspora communities and networks, partners, AU organs and all stakeholders.
- Strong liaison skills and ability to work closely with Member States, RECs, diaspora organizations and international partners both on the continent and in the diaspora.
- Excellent understanding of migration and development and a capacity to effectively represent the AU and engage partners and interlocutors in high-level international forums. Must have demonstrated policy analysis skills in the field of diaspora engagement and migration and development.
- Diplomacy and negotiation skills that demonstrate ability to collaborate and coordinate with a range of stakeholders in the context of complex and shifting priorities.

### Personal Abilities:

- Strong leadership skills, as well as skills in facilitation, team building and coordination
- Strong analytical skills and the ability to master new material quickly
- Ability to take on additional responsibilities that are challenging and outside of tasks required
- Ability to manage a team of professional staff, set priorities successfully, to work with other professionals with minimal direction and supervision and ability to meet tight deadlines
- Ability to work in a complex environment with multiple tasks, short deadlines and pressure to perform.

### Knowledge and Understanding

- Ability to conceptualize contemporary diaspora and migration developments on the continent and beyond, including an understanding of broader contextual issues (economic, geo-political, security etc).
- Good appreciation of migration and development and an ability to formulate sound policy recommendations.
- Responsive to the varying needs of all stakeholders including member states and diaspora partners.
- Sound knowledge of policy analysis in an international context.

## 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 regular term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

## 5. Equal Opportunities:

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

## 6. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eritria, 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.

7. Remuneration:

Indicative basic salary for this position is US\$ 47,829 (P5 Step 1) per annum plus other related entitlements such as post adjustment (46% of basic salary), Housing allowance US\$ 16,819.20 (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

All applications must reach the African Union Commission not later than 11th 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 Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters