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**External Publication of Job Posting**

**50284114**

**Job Posting Title**

Human Rights Assistant

**Start Date**

11.08.2017

**End Date**

12.09.2017

**Reference Code**

PA2017081103

**Job Title**

Human Rights 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.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for a position of Human Rights Assistant in the Department for Political Affairs of the African Union Commission.

**Department**

Position Title: Human Rights Assistant

Position Grade: GSA 5

Supervisor: Head of Division: Democracy, Governance, Human Rights and Elections (DGHRE)

Directorate: Department for Political Affairs

Duty Station: Addis Ababa, Ethiopia

Number of Posts: One (1)

**Project**

To provide technical assistance in the development and implementation of the African Union ten-year action

plan on Human Rights for Africa. The Human Rights Decade Action Plan emanated from the Declaration by the African Union Assembly in July 2016 in Kigali, Rwanda

### **Tasks**

- Assist in development of the African Union ten years human rights action plan for Africa
- Support the Department of Political Affairs on implementation of the African Union ten years human rights action plan for Africa at the continental level
- Assist in planning, preparing and implementing programme activities relating to Human Rights as well as preparing budgets;
- Support organization of seminars, workshops and other related activities in the field of Human Rights with various stakeholders;
- Carry out research and assist in drafting of speeches, talking points, reports of activities and specific missions;
- Support the Department in developing concept notes and background documents on human rights;
- Make input into official communications, statements and other documents;
- Gather information on the Human Rights situation throughout the continent;
- Keeps the supervisor regularly informed on developments concerning the ten years action plan on human rights for Africa;
- Liaise with the AU Regional Offices on Human Rights issues
- Assist in mainstreaming Human Rights in the programs of the African Union;
- Assist in developing and maintaining appropriate working relations with AU Organs and partners of African Union on issues relating to Human Rights;
- Perform any other relevant tasks assigned by the supervisor;

### **Requirements**

1. Academic Qualifications and Work experience required
  - Candidates must have a minimum of University diploma in Law, Political Science, International Relations or other Human Rights related disciplines with at least 5 years working experience. A higher academic qualification would be an added advantage

2. Other relevant skills and competencies required:

#### Functional Skills

- Computer skills especially in office applications
- Drafting and reporting skills
- Communication and negotiating skills;
- Planning and organizational skills:

#### Personal abilities

- Ability to work team and maintain team spirit;
- Ability to work under pressure, and act with discretion in a politically sensitive environment
- Ability to establish good working relationship both with Government authorities development partners and colleagues

#### Knowledge and Understanding

- Experience in report writing;
- Experience in technical cooperation activities, planning and budgeting
- Experience in gathering information on the Human Rights situation
- Experience close cooperation with partners and others stakeholders in the area of Human Rights

3. Language requirement:

Proficiency in one of the African Union working languages is mandatory; fluency in one additional AU official 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 renewable, depending on the availability of resources and subjected to satisfactory performance. The first three months will be considered as a probationary period.

5. Gender Mainstreaming:

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

6. Remuneration:

The indicative annual salary attached to the position is a lump sum of US\$47,748 (GSA5 Step 5) inclusive of all allowances for internationally recruited staff, and US\$21,354.35 inclusive of all allowances for locally recruited staff.

How to Apply

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 12th September 2017.

Directorate of Administration and Human Resources Management  
African Union Commission

***Contract Type***

Short Term

***Employment Fraction***

Full-time

***Branch***

Headquarters