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**External Publication of Job Posting**

**50292848**

**Job Posting Title**

DATABASE ADMINISTRATOR (DATA MANAGER)

**Start Date**

18.08.2017

**End Date**

18.09.2017

**Reference Code**

DBAEA03

**Job Title**

DATABASE ADMINISTRATOR (DATA MANAGER)

**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 Database Administrator (Data Manager) within the Department for economic Affairs of the African Union Commission.

**Department**

Post:

Job Title: Database Administrator (Data Manager)

Grade: P1

Supervisor: Head of the Statistics Division

Duty Station: Addis Ababa, Ethiopia

Department: Economic Affairs Department

Number of posts: One (1)

## ***Project***

Job Purpose:

To manage the databases of the Statistics Division/AUSTAT as well as the website, participate in data collection, implementing SDMX standards, processing statistical data and doing some analyses. Also to contribute to the formulation, implementation, monitoring and evaluation of the work program of the Statistics Division.

## ***Tasks***

Main Duties and Responsibilities:

- Organize, design, plan and carries out the collection, evaluation, analysis, compilation and dissemination of statistical data by selecting methods of data collection, selecting and implementing methods for checking collected data;
- Select and implement appropriate methods for data processing and incorporation into databases.
- Develop an internet based platform for compilation and dissemination of data on various socio-economic indicators on African countries;
- Ensure that the internet developed platform provides data access features like search, browse by countries or thematic areas and provides predefined data sets on selected topics;
- Update regularly the African Union Commission Statistics Division databases and the website for the dissemination of statistical information
- Assist the division in promoting sub-regional collaboration on data collection and the use of Statistical Data and Metadata eXchange (SDMX) in exchanging and dissemination of statistical data;
- Manage the open data, big Data and organize the data in such a way that it can be accessed by internal and external users according to a clear protocols;
- Delve into data from different systems, at different timescales, and in complex formats to discover hidden relationships and useful information
- Advise on best practice Big Data Analytic methodologies and processes for analysis insight generation, technology and data
- Assist the division on statistical capacity building programs and organize a seminars and expert meetings as a technical resource person;
- Undertake any other related duties as may be assigned;

## ***Requirements***

1. Educational Qualification and Work Experience Required;

- A minimum of a first university bachelor's degree in Statistics, Computer Science, Mathematics, or related field with a strong background in processing quantitative and qualitative statistical data.
- A higher qualification would be an added advantage.

• Candidates must have a minimum of three (3) years of practical working experience in the fields of database design, development and management, qualitative and quantitative research, management of websites as well as statistical concepts and methodologies in international and/or national organization.

2. Required Skills and Competencies:

- Professionalism— proven experience in collecting and processing statistical data from various sources, observer's deadlines and achieve results, is motivated by professional rather than personal concerns and is persistent in addressing problems;
- Planning and organizing – Proven ability to plan and organize work within an institutional setting and

ability to make timely decisions;

- Communication– Effective written and oral presentation skills, particularly ability to present information in a concise and accurate manner, ability to develop consensus among people with varying points of view;
- Excellent computer literacy, especially in the following Software: R, SPSS, Stata, Dreamweaver, Joomla, Flash, QGIS, etc.
- Strong programming knowledge in the following language: html, Php, Sql,
- Knowledge in management of the following database: MySQL, Access, etc.
- Teamwork: Works collaboratively with colleagues to achieve the goals, willing to learn from others, support group decisions, even when such decisions may not reflect own position, shares credit for team accomplishments and accepts responsibility for team shortcoming;
- Good judgment and decision making, initiative, resourcefulness, energy and tact with ability to ensure an effective work structure to maximize productivity and achieve institutional goals.
- Capacity to work under pressure and in a multicultural environment.
- Thorough knowledge and understanding of the Strategy for the Harmonization of Statistics in African and the African Charter on Statistics.
- Sound knowledge on how the African Statistical System and National Statistical Systems are operating.
- Good knowledge of workings of international organizations;

### 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 be consider 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. Remuneration:

Indicative basic salary of US\$24,056 (P1 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 14,414.40 (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

Applications must be made through the AUC E-recruitment Website  
<http://www.aucareers.org> not later than 18th September 2017

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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

Headquarters