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**External Publication of Job Posting**

**50301186**

**Job Posting Title**

GENDER SPECIALIST – PAN AFRICAN UNIVERSITY

**Start Date**

24.08.2017

**End Date**

25.09.2017

**Reference Code**

GSPPAU03

**Job Title**

Gender Specialist

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's democratic and good governance, promotion of human and peoples' rights, and sustainable development among the peoples of Africa and African States as well as developing a new partnership worldwide on the above broad objective(s). Its Headquarters is located in Addis Ababa, Ethiopia.

The Pan African University (PAU) is a continental academic and research institution created by the African Union, that is based on the following guiding principles: academic freedom, autonomy, accountability, quality assurance, strengthening existing African institutions at the graduate and post-graduate levels to enable them to serve the whole continent, excellence and international partnerships in academic and research activities, gender parity and equality at all levels and in all university functions. The PAU also aims at the promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries, the institution of an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa, promotion of interdisciplinary and multidisciplinary research programmes linked to policy making processes, promotion of productive linkages with the industrial sector for innovation and dissemination of new knowledge, full use of Information and Communication Technologies for pedagogy, research and management and takes into account the basic principles of the United Nations Charter and the Universal Declaration of Human Rights.

In seeking to enhance the capacity of the PAU to effectively carryout its activities within its mandates, effectively, the African Union intends to strengthen its human resources on filling in all its vacant post. Thus the African Union Commission invites applicants who are citizens of Member States for the post of Gender Specialist within the PAU Rectorate based in Yaoundé Cameroon

**Department**

Post:

Job Title: Gender Specialist  
Grade: P3  
Department: Human Resources, Science and Technology  
Supervisor: Rector Pan African University  
Duty Station: Yaoundé, Cameroon  
Number of Position: 1

### ***Project***

Job Purpose:

Provide technical support to the Pan African University to ensure gender mainstreaming and promotion of gender equality in its institutes.

### ***Tasks***

Major duties and responsibilities:

- Design gender operational tools, guidelines and materials for gender mainstreaming and promotion of gender equality in the Pan African University Institutes.
- Support in the development of concept notes and project implementation plans with SMART indicators for tracking female student admission and retention to ensure successful management of the PAU project;
- Conduct gender equality periodic studies at PAU Institutes in order to assess the situation of African females in research, sciences and technology skills development and training and propose an agenda for action in line with AUC's frameworks as stipulated in the Agenda 2063; Science, Technology and Innovation Strategy for Africa (STISA) 2024 and the Continental Education Strategy for Africa (CESA) as well as the PAU Strategic Plan;
- Keep abreast of latest developments on gender mainstreaming and promotion of gender equality, especially those relevant at higher education level in Africa, and recommend appropriate measures for testing and implementation as innovative practices at the PAU Institutes;
- Contribute to knowledge production, management and dissemination through drafting semi and annual reports on the PAU's work in gender mainstreaming and promoting gender equality for show casing results emanating from Institutes;
- Provide strategic support to, and coordinate implementation of the decisions made through PAU implementation structures on the project in regards to mainstreaming of gender and promotion of gender equality at higher education level;
- Forecast, conceptualize, plan, organize, participate in and implement gender policy, dialogue and advocacy platforms on behalf of the PAU project;
- Contribute to the development and implementation of Gender related strategy documents for the Pan African University project, with inputs to the PAU Strategic Plan;
- Support institutionalization of partnerships for PAU and its work on gender mainstreaming and gender equality at higher education level through drafting of funding proposals and preparation of reports for PAU current and potential Partners.

### ***Requirements***

Educational Qualifications:

- Candidate must have at least a Master's Degree or equivalent in management, project management; gender or development studies or public policy, political or social sciences, law, international relations.

- Candidates with University bachelor's degree with ten (10) years of relevant experience of which five (5) years should have been in a supervisory role in the field of gender equality, project management, external relations management, gender and development and depth of experience will also be considered;

Professional experience required:

- At least 7 years of substantive experience at the national, regional or international levels in the fields of gender equality, project management, external relations management, gender and development; preferably with Higher Education institutions in Africa.
- Awareness of the of the AUC's gender agenda in its various policy frameworks such as Agenda 2063; Science, Technology and Innovation Strategy for Africa (STISA) 2024 and the Continental Education Strategy for Africa (CESA) as well as the PAU Strategic Plan is an added advantage.

Relevant skills and competencies required:

#### Functional Skills

- Excellent analytical, drafting and reporting skills;
- Excellent communication, advocacy and outreach skills;
- Excellent planning and organizational skills;
- Excellent problem solving skills;
- Excellent interpersonal skills and team spirit;
- Computer skills with excellent knowledge of commonly used packages such as Word, Excel, PowerPoint and Outlook.

#### Personal Abilities

- Ability to work under minimum supervision and remain focused on objectives at hand;
- Willingness to try new ideas, strong interest in researching and applying emerging good practices and ability to take risks
- Demonstrated ability to pay attention to detail, produce advanced drafts requiring minimal reviews and keep track of overall goals;
- Ability to develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;
- Demonstrated sense of maturity, cultural sensitivity, tactfulness, diplomacy, inter-personal skills and ability to work well under pressure in a demanding environment;

#### Knowledge and understanding

- Ability to demonstrate an understanding and appreciation
- Ability to plan and deliver high quality events and knowledge products;
- Working knowledge of programme/project management, implementation and monitoring;

Language Requirement:

Applicants must be proficient in one of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

Tenure of Appointment:

The appointment will be made on fixed term contract for a period of two (2) years, of which the first twelve months are considered probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables as well as availability of funds.

Gender Mainstreaming:

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

Remuneration:

Indicative basic salary for this position is a lump sum amount of \$83,070.00 per annum including all allowances for internationally recruited staff of the commission and \$71,466.41 for locally 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 25th September 2017.

***Contract Type***

Fixed Term Contract

***Employment Fraction***

Full-time

***Branch***

PAU Yaoundé, Cameroon