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**External Publication of Job Posting**

**50316386**

**Job Posting Title**

EXECUTIVE SECRETARY

**Start Date**

13.09.2017

**End Date**

14.10.2017

**Reference Code**

ESAFCON03

**Job Title**

EXECUTIVE SECRETARY

**Organization**

The African Nuclear-Weapon-Free Zone Treaty (Treaty of Pelindaba) was adopted by the 31st Ordinary Session of the OAU held in Addis Ababa in June 1995, and signed in Cairo, on 11 April 1996. The Treaty entered into force in July 15, 2009 following the deposit of the 28th instrument of ratification. The Treaty came as a result of a continent-wide commitment to strengthening the non-proliferation regime, the promotion of cooperation in the peaceful uses of nuclear science and technology for sustainable development and the enhancement of regional peace and security.

Pursuant to Article 12 of the Treaty, the States Parties agreed to establish the African Commission on Nuclear Energy (AFCONE), with a mandate to assist States Parties comply with their non-proliferation obligations, as well as promote cooperation in the peaceful, safe and secure uses of nuclear science and technology.

**Department**

Post:

Job title: Executive Secretary  
Post level: P6  
Duty Station: South Africa  
Unit: Secretariat of AFCONE  
Supervisor: Chairperson of the AFCONE

**Tasks**

Major duties and responsibilities:

The Executive Secretary is the chief executive of the AFCONE Secretariat and is afforded the independence and authority necessary to conduct the affairs of the Secretariat. The Executive Secretary must give direction and leadership to the achievement of AFCONE vision and mission, the development of its Programme of Work, and the attainment of its goals and objectives. He/she supports the Commissioners by advising and informing them of all matters that should be brought to their attention. The Executive Secretary has overall responsibility for the implementation of the AFCONE Programme of Work. He/she is also responsible for the effective communication of the AFCONE's programmes and results to the Commissioners and Conference of States Parties, as well as partner bodies.

The Executive Secretary manages the financial resources of the Secretariat within approved policies and procedures, and ensures that the Secretariat's operations fully conform to the agreements with the host country, South Africa. He/she is responsible for strategic fundraising, including identifying current and future resource requirements, developing fundraising strategies, submitting proposals, and ensuring adequate reporting to the Commissioners, Conference of States Parties, as well as the partners.

Accordingly, the Executive Secretary will be responsible for the following:

- Work in close collaboration with the Chairperson and Vice-Chairperson of the AFCONE, in all practical aspects, and provide information on significant nuclear related developments in Africa;
- Provide leadership to the implementation of the strategic goals and objectives of the AFCONE and ensure that its Programme of Work, which includes projects relating to nuclear safety and security, nuclear-energy, peaceful applications of nuclear science and technology, and technical cooperation, is delivered in a timely and efficient manner, and that the human resources required to effectively implement the Programme of Work are adequately met;
- Serve the Commissioners and Conference of States Parties, and provide them with reports and information concerning the ongoing activities of the Secretariat and any other information requested that is relevant to the work of AFCONE;
- In consultations with the Commissioners and in accordance with the provisions of the Treaty of Pelindaba, initiate action to resolve issues arising from the implementation of the Treaty and make recommendations to the Commissioners;
- Maintain liaison with States, intergovernmental organizations, specialized agencies and energy-related industries on matters concerning the peaceful, safe and secure application of nuclear science and technology as well as nuclear non-proliferation;
- Seek and receive suggestions from States Parties, organizations, agencies and industries regarding the activities of AFCONE;
- Mobilize technical and financial support required to assist in the work of the AFCONE and negotiate partnership agreements;
- Promote greater understanding and support for the Treaty of Pelindaba and the work of the AFCONE, and that its mission, programs, products and services are consistently presented in strong positive image to States, civil society, the media and the general public;
- Commission consultants, where necessary and as approved by the Commissioners, to advise on special matters related to the work of AFCONE or conduct expert studies when such work cannot be undertaken by the Secretariat;
- Ensure and protect the confidentiality of the work of AFCONE;

- Inform States Parties of their share of contribution to the scale of assessment of AFCONE annual budget, and report thereon to the Commissioners on a regular basis;
- Ensure the efficient management of human and financial resources of the Secretariat;
- Prepare the draft budget and other financial reports of the AFCONE, as well as periodic reports on the implementation of the Programme of Work, for the consideration and approval of the Commissioners;
- Carry out any other tasks as may be assigned by the Commissioners.

### **Requirements**

#### 1. Educational qualifications:

Candidates must have at least a Masters Degree in physical science or other nuclear related disciplines. Ph. D will be an added advantage.

#### 2. Work experience:

Candidates must have at least 10 years of working experience in the nuclear field at the national, regional or international levels, including experience in management and coordination of international cooperation programmes, as well as policy analysis and strategic planning.

#### 3. Other relevant skills:

- Management experience, good planning and organizational skills;
- Excellent interpersonal skills;
- Ability to organize and motivate others and work in a multicultural environment;
- Ability to work under pressure and to act with discretion in a politically sensitive environment and to establish good working relationship with government authorities as well as with colleagues;
- Computer literacy;
- Excellent drafting and reporting skills;
- Good communication and negotiating skills.

#### 4. Language requirement:

Proficiency in one of the AU working languages (English, French, Arabic, and Portuguese) is a must. Knowledge of one or all other working languages would be an added advantage.

#### 5. Age Requirement:

Candidates should preferably be between 35 and 50 years old.

#### 6. Eligibility:

only nationals of States Parties to the Treaty of Pelindaba are eligible to apply for this vacancy. These are: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Chad, Congo, Comoros, Cote d'Ivoire, Equatorial Guinea, Ethiopia, Gabon, Gambia, Guinea-Bissau, Guinea, Kenya, Libya, Lesotho, Madagascar, Mali, Malawi, Mozambique, Mauritania, Mauritius, Namibia, Niger, Nigeria, Rwanda, Sahrawi Republic, Seychelles, South Africa, Senegal, Swaziland, Tanzania, Togo, Tunisia, Zambia, Zimbabwe.

#### 7. Tenure of Appointment:

The appointment will be made on a fixed term contract for a period of two (2) years, renewable, of which the first twelve months will be considered as a probationary period.

8. Gender mainstreaming:

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

9. Remuneration:

The salary attached to the position is an annual lump-sum of US\$ 120,372.98 inclusive of all allowances for internationally recruited staff, and US\$ 108,767.074 inclusive of all allowances for locally recruited staff.

10. Application:

Applications must reach the Commission not later than 14 October 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***

African Commission on Nuclear Energy