



External Publication of Job Posting

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Job Posting Title

POLICY OFFICER : INTERNAL COORDINATION

Start Date

22.09.2017

End Date

23.10.2017

Reference Code

POIC03

Job Title

POLICY OFFICER : INTERNAL COORDINATION

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 amongst others, the implementation of its organization structure and the filling of all vacant posts.

Department

POSITION:

Job Title: Policy Officer (Internal Coordination)

Post level: P2

Office: Office of the Secretary General of the Commission (OSGC)

Supervisor: Senior Policy Officer (Internal Coordination)

Duty Station: Addis Ababa, Ethiopia

Number of Position: 1

Project

JOB PURPOSE:

To assist the Senior Policy Officer (Internal Coordination), under the overall supervision of the Secretary

General of the Commission, by providing adequate technical and logistical support for the implementation of the coordination mandate of OSGC including servicing meetings of the Commission and other meetings as well as to ensure follow up on the implementation of decisions and render support to Departments.

Tasks

MAIN RESPONSIBILITIES

- Ensure the provision of technical and logistical support for the meetings of the Commission and other meetings and activities undertaken for the implementation of the coordination mandate of the OSGC;
- Assist in the exchange of information between the Commission and Departments;
- Cover meetings and prepare reports, conclusions and minutes;
- Liaise with Departments for the substantive preparation of internal meetings so as to ensure the timely submission of the appropriate documents, programme of work, agenda, as well as of the expected outcomes and reports;
- Assist in the preparation of the draft budget of OSGC;
- Assist in ensuring the follow up including preparation of OSGC Periodic Reports on administrative, budgetary and financial matters (quarterly, yearly, etc.)
- Draft Notes Verbal, Internal Memos and respond to queries from the AU stakeholders;
- Provide adequate support by ensuring that the records, documents and conclusions of meetings of the Commission and other meetings are properly stored and managed;
- Perform any other relevant duties within the Office of the Secretary General of the Commission, as may be assigned.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE REQUIRED:

University Bachelor Degree in Social Sciences with 3-4 years of experience including in the functioning of international organisations, liaising between an international organization & its member States and management & custody of documents, information, knowledge & records.

OR

University Diploma in Social Sciences or related field with 5 years of experience in the functioning of international organisations, liaising between an international organization & its member States and management & custody of documents, information, knowledge & records.

2. REQUIRED SKILLS and COMPETENCIES:

- Excellent Drafting and Reporting Skills;
- Excellent Planning, Monitoring and Evaluation Skills;
- Computer literacy;
- Analytical skills;
- Excellent interpersonal skills; teamwork and ability to work in a multi-cultural environment;
- Good communication and negotiating skills;
- Capacity to perform multiple tasks and work under pressure.

3. LANGUAGE REQUIREMENT

The African Union working languages are Arabic, English, French and Portuguese. For this position, proficiency

in English or French 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 for a period of three (3) years, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract could 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\$ 29,287.00 per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$14,414.40 per annum), and 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) for internationally recruited staff of the Commission.

7. How to Apply

Applications must reach the Commission not later than 23 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

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters