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**External Publication of Job Posting**

**50321686**

**Job Posting Title**

SENIOR POLICY OFFICER : INTERNAL COORDINATION

**Start Date**

22.09.2017

**End Date**

23.10.2017

**Reference Code**

SPOIC03

**Job Title**

SENIOR 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: Senior Policy Officer (Internal Coordination)

Post level: P3

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

Supervisor: Secretary General of the Commission

Duty Station: Addis Ababa, Ethiopia

**Project**

JOB PURPOSE:

To assist the Office of the Secretary General (OSGC) 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**

#### **MAJOR DUTIES AND 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;
- Ensure 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;
- Prepare the draft budget of OSGC in consultation with the Departmental Planner;
- Ensure follow up including preparation of OSGC Periodic Reports on administrative, budgetary and financial matters (quarterly, yearly, etc.) and serve as Focal point for AMERT;
- Draft Notes Verbale, Internal Memos and respond to queries from the AU stakeholders;
- Ensure 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 Master Degree in Social Sciences with 7 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 Bachelor Degree in Social Sciences or related field with 10 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 & 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 and in another one of the working languages (both oral and written) is required.

#### 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\$ 35,300.00 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

All applications must reach the African Union 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 Resources  
Management, African Union Commission  
Addis Ababa, Ethiopia

#### ***Contract Type***

Regular (Long Duration)

#### ***Employment Fraction***

Full-time

#### ***Branch***

Headquarters