



External Publication of Job Posting

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Job Posting Title

SENIOR POLICY OFFICER

Start Date

22.09.2017

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23.10.2017

Reference Code

SPO03

Job Title

SENIOR POLICY OFFICER

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 Officers (Support to the Permanent Representatives' Committee (PRC) and Relations with Organs, Member States and other Stakeholders)

Post level: P3

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

Supervisor: Head of Division, Support to the Permanent PRC and Relations with Organs, Member States and other Stakeholders

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 2

Project

JOB PURPOSE:

To assist the Head of the Division, under the overall supervision of the Secretary General of the Commission, by providing adequate support and documentation to the meetings and other activities of the PRC and to serve as a Secretariat to the PRC and other Organs and as well to ensure follow up and reporting on the preparation and implementation of their decisions.

Tasks

DUTIES AND RESPONSIBILITIES

- Ensure, in coordination with relevant Focal Departments (Protocol, DCMP, etc.), the provision of administrative and logistic support for the meetings and other activities of the PRC and other decision-making organs of the AU as may be required;
- Ensure the exchange of information between the Commission, on the one hand, and the PRC on the other, regarding their respective activities;
- Coverage and preparation of reports/conclusions of the PRC and other decision-making organs of the AU;
- Liaise with Departments for the substantive preparation of meetings of the other Organs of the Union, so as to ensure the timely submission of the appropriate documents, programme of work, agenda, as well as of the expected outcomes and reports;
- Follow up with departments on the implementation of policy organs decisions and compile reports for submission to the Summits;
- Draft Notes Verbale, Internal Memos and respond to queries from the AU stakeholders;
- Participate in the meetings of the Conference and Event Organizing Committee and keep records;
- Ensure that the records, documents and conclusions of all meetings of the PRC and other Organs 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

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. Experience at the international level in an institution for regional integration is an added advantage.

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