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**External Publication of Job Posting**

**50321694**

**Job Posting Title**

HEAD OF DIVISION

**Start Date**

22.09.2017

**End Date**

23.10.2017

**Reference Code**

HODOSGC03

**Job Title**

HEAD OF DIVISION

**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: Head of Division (Support to the Permanent Representatives' Committee (PRC) and Relations with Organs, Member States and other Stakeholders)

Post level: P5

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

Supervisor: Secretary General of the Commission

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

**Project**

OBJECTIVES OF THE POSITION

To assist the Secretary General of the Commission to provide adequate support to the activities and meetings of the PRC and to serve as a Secretariat to the PRC and other Organs as well to ensure follow up on the implementation of their Recommendations.

### **Tasks**

#### **DUTIES AND RESPONSIBILITIES**

- Assist in developing policies, strategies and programmes that contribute to the implementation of the mandate of the Office of the Secretary General of the Commission consistent with AUC vision and mandates;
- Provide support for the implementation of policies, strategies and programmes in terms of advocacy, coordination and guidance that contribute to effective implementation of AU decisions;
- Assist in representing the Office of the Secretary General of the Commission in AU meetings;
- Assist in providing the administrative and logistical support for the preparation, conduct and follow up of the meetings and other activities of the PRC and other decision-making organs of the AU;
- Assist in preparing statements, reports/conclusions and other relevant tasks as required;
- Assist in managing documents, information, knowledge and records;
- Advise and assist on digitizing and modernizing continuously the management and custody of documents, information, knowledge and records in the Office of the Secretary General;
- Assist in ensuring good working relations between the PRC and the Commission;
- Assist on the implementation of the coordination mandate of the office of the Secretary General;
- Provide advice and support in matters relating to the management of the Office of the Secretary General of the Commission;
- Perform any other relevant duties within the Office of the Secretary General of the Commission, as may be assigned.

### **Requirements**

#### **1. EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCE:**

- University Master's Degree in Social Sciences with twelve (12) years of working experience including in the functioning of international organizations, liaising between an international organization & its member States, digital management & custody of documents, information, knowledge and records. Managerial experience is required.

A Ph.D. in relevant field is an added advantage.

OR

- University Bachelor Degree in Social Sciences with fifteen (15) years of working experience in the functioning of international organizations, liaising between an international organization & its member States, digital management & custody of documents, information, knowledge and records of which 5 years at managerial level experience including experience at the international level.

#### **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, fluency in English and French (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\$ 47,829.00 per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$16,819.20 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