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**External Publication of Job Posting**

**50324454**

**Job Posting Title**

Policy Officer- (Governance-STC8) - Internal Only

**Start Date**

02.10.2017

**End Date**

03.11.2017

**Reference Code**

POGSTC803

**Job Title**

Policy Officer- (Governance-STC8) - Internal Only

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's democratic and good governance, promotion of human and peoples' rights, and sustainable development among the peoples of Africa and African States as well as developing a new partnership worldwide on the above broad objective(s). Its Headquarters is located in Addis Ababa, Ethiopia.

In seeking to enhance the capacity of the Department of Political Affairs of the African Union Commission as the Secretariat of the African Union Specialized Technical Committee (STC) no.8 on Public Service, Local Government, Urban Development and Decentralization to effectively carryout its activities within its mandates, the African Union intends to strengthen its human resources on filling in all its vacant post. Thus the African Union Commission invites applicants who are citizens of Member States and currently members of African Union staff team for the post of Policy Officer - Governance STC8 based in Addis Ababa, Ethiopia.

**Department**

Post:

Post Title: Policy Officer (Governance-STC8) - Internal Only

Grade: P1

Department: Department of Political Affairs

Immediate Supervisor: Head of Democracy, Governance, Human Rights and Elections Division (DGHRE)

Duty Station: Addis Ababa, Ethiopia

Number of Positions: One (1)

## ***Project***

Job Purpose:

To provide technical support to the Secretariat of the African Union Specialized Technical Committee on Public Service, Local Governance, Urban Development and Decentralization (AU-STC No.8) within the Department of Political Affairs on the implementation of Committee's work plan.

## ***Tasks***

Main Duties and Responsibilities:

- Provide technical and administrative support to the implementation of the AU-STC No.8 two-year work plan;
- Provide technical and logistic assistance on advocacy for the signing, ratification and implementation of the African Charter on the Values and Principles of Public Service and Administration and the African Charter on the Values and Principles of Decentralization, Local Governance and Local Development;
- Provide research and technical assistance on Public Service and Administration, Decentralization and Local Governance, Housing, Urban Development and Human Settlements, Anti-corruption, Natural Resource Governance and Illicit Financial Flows in Africa among others;
- Provide programme management assistance in support of the African Public Service Day, African Day of Decentralization and Development, the All Africa Public Sector Innovation Awards and the Anti-Corruption Day;
- Support the development of the African Charter on Housing, Urban Development and Human Settlements and any other Shared Values Instrument related to the AU-STC8;
- Support to Director's Office on Operational and Administrative Matters of the Department.
- Perform any other related duties and may be assigned.

## ***Requirements***

1. Academic Qualification and Experience:

- A University Bachelor Degree in Political Sciences, International Relations or related Social Sciences.
- This is an entry professional level, thus professional working experience is not mandatory, however internal applicants with work professional experience in the fields of Public Sector Governance, Housing and Urban Development

2. Skills and/or competencies required:

Functional Skills and competencies:

- Excellent drafting and reporting skills;
- Good communication and negotiating skills;
- Good management, planning and organizational skills.
- Excellent skills in establishing good working relationship both with Government authorities and colleagues;
- Computer skills and competencies;

Personal Abilities:

- Ability to organize and motivate others
- Ability to work in a multi-cultural environment.

- Ability to work in a team and maintain team spirit;
- Ability to work under pressure, and to act with discretion in a politically sensitive environment

Knowledge and understanding:

- Good knowledge and experience of research and programme management;
- Good knowledge of maintaining records and drafting of meeting reports;
- Excellent knowledge of Public Governance issues in Africa.

### 3. Language Requirement:

Applicants must be proficient in at least two of the African Union working languages. Knowledge of one more or several other working languages would be an added advantage.

### 4. Tenure of Appointment:

The appointment will be made on fixed term contract for a period of two (2) years, of which the first six months be considered as a probationary period. Thereafter, the contract may be renewed for a similar period subject to funding availability, satisfactory performance, and agreed deliverables.

### 5. Gender Mainstreaming:

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

### 6. Remuneration:

The indicative annual salary attached to the position is a lump sum of US\$.62, 431.73 (P1 Step 5) inclusive of all allowances for internationally recruited staff, and US\$.50, 828.14 inclusive of all allowances for locally recruited staff.

### 7. How to Apply:

All applications must reach the African Union Commission not later than 3rd November 2017 through the AU Commission's website <http://www.aucareers.org>.

Directorate of Administration and Human Resource  
Management, African Union Commission  
Addis Ababa, Ethiopia

### ***Contract Type***

Fixed Term Contract

### ***Employment Fraction***

Full-time

### ***Branch***

Headquarters