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Job Posting Title

POLITICAL OFFICER – DISARMAMENT AFFAIRS

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31.10.2017

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Reference Code

PODA03

Job Title

POLITICAL OFFICER – DISARMAMENT AFFAIRS

Organization

The African Union, established as a unique Pan African continental body, 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, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Political Officer – Disarmament Affairs in the department of Peace and Security of the African Union Commission

Department

POST:

Title: Political Officer – Disarmament Affairs
Grade: P2
Section: Defense and Security Division
Department: Peace and Security Department
Reports to: Head of the Defence and Security Division (DSD)
Duty Station: Addis Ababa, Ethiopia
Short term or regular: Regular
Number of Positions: 1

Project

JOB PURPOSE:

Under the overall guidance and supervision of the Head of DSD, plan, execute and follow-up on AU projects and initiatives in the areas of illicit small arms control, mine action and weapons of mass destruction disarmament and non-proliferation.

Tasks

MAIN RESPONSIBILITIES:

- Execute, in a timely manner, all set targets and outputs under ongoing project, including Organization of workshops, national-level assessment and assistance missions, and oversee substantive and administrative preparations;
- Follow up on developments taking place at the regional and international level in relation to arms control, including resolutions by the UN Security Council, Peace and Security Council, UN intergovernmental meetings on small arms and other relevant forums, assess trends which might affect political situations, and recommend possible action by the AU;
- Prepare inputs for briefing notes, talking points and statements on disarmament related matters for senior staff and officials and prepare website and social media updates;
- Formulate project proposals and actively undertake fund-raising efforts in order to support the AU's activities;
- Provide secretarial support to the AU-Regions Steering Committee on SALW and DDR, including preparing agendas, talking points, and reports;
- Maintain regular communication with RECs, the United Nations, international partners, and other entities involved in disarmament issues to ensure sharing of information and harmonization of plans and activities where appropriate;
- Contribute to departmental and Commission-wide exercises, including the development and review of the African Peace and Security Architecture (APSA) Roadmap, the AU Master Roadmap of Practical Steps to Silencing the Guns in Africa by 2020 (Lusaka Roadmap), and Agenda 2063;
- Participate, as instructed, in regional or international conferences, symposia and seminars that are related to enhancing the effectiveness and impact of the AU disarmament programs;
- Perform any other peace and security related duties as may be assigned by the Head of Division, Director – Peace and Security Department or by the Commissioner for Peace and Security.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE REQUIRED:

University Bachelor Degree in political science, international relations, international law, or a related field with 3-4 years of experience in specific area of disarmament affairs, mine action, Disarmament, demobilization, Reintegration (DDR), Conflict Management. Experience in programme/project management at the international level is desirable.

OR

University Diploma in political science, international relations, international law, or a related field with 5 years of experience in specific area of disarmament affairs, mine action, Disarmament, demobilization, Reintegration (DDR), Conflict Management. Experience in programme/project management at the international level is desirable.

2. REQUIRED SKILLS AND COMPETENCIES:

- Excellent analytical, drafting and report writing skills;
- Good communication, planning and negotiating skills;
- Excellent interpersonal skills, ability to work autonomously and in a multi-cultural environment;
- Ability to build effective working relations and liaise with a diverse range of stakeholders at different levels;
- Good planning and organizational skills and ability to work under pressure to meet tight deadlines;
- Ability to work collaboratively with colleagues to achieve organizational goals;

3. LANGUAGE REQUIREMENT:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

4. TENURE OF APPOINTMENT:

The appointment shall be for an initial period of three (3) year, of which the first twelve (12) months will be considered as a probationary period. Thereafter, the contract shall be renewable subject to performance and availability of funds.

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 (P2 Step1) per annum plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$14,414.40 per annum), education allowance (75% of tuition and other related expenses for every eligible dependent up to a maximum of US\$7,800.00 per child per annum), etc. for internationally recruited staff of the Commission.

7. How to Apply

Applications must reach the Commission not later than 1st December 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