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Job Posting Title

Senior Policy Officer (AFCONE)

Start Date

14.12.2017

End Date

13.01.2018

Reference Code

AFCON 003

Job Title

Senior Policy Officer (AFCONE)

Organization

The African Commission on Nuclear Energy (AFCONE) is an autonomous organ established by the African Nuclear-Weapon-Free Zone Treaty (Treaty of Pelindaba). AFCONE is established for the purposes of ensuring States Parties' compliance with their obligations pursuant to the Treaty and promoting regional and international cooperation in the peaceful applications of nuclear science and technology.

The AFCONE Secretariat is the executive body acting under the guidance of AFCONE and the management of the Executive Secretary and carries out the day-to-day work of implementing the programme of work of AFCONE as well as the decision adopted by AFCONE and the Conference of States Parties. The Secretariat also provides technical and administrative support to AFCONE and the Conference of States Parties.

Department

Job title: Senior Policy Officer
Grade: P4
Supervisor: Executive Secretary
Unit: AFCONE Secretariat
Duty station: Pretoria, South Africa
Positions: 1

Tasks

Under the supervision of the Executive Secretary, the Senior Policy Officer:

- a. Prepares analytical reports and papers on political, legal and technical matters relevant to the Treaty of Pelindaba;

- b. Provides up-to-date information and analytical summaries to the Executive Secretary on all matters relating to the mandate of AFCONE;
- c. Drafts notes, background papers, talking points, speeches and other correspondence for the Executive Secretary;
- d. Advises and assists in the formulation and implementation of work plans, budgets, policies and directives;
- e. Contribution to the strategic plan and dashboard of AFCONE;
- f. Acts as focal point for collection and analyses of information related to nuclear weapons issues and the status of the implementation of the Treaty of Pelindaba;
- g. Liaises with States Parties and non-Parties to the Treaty on all matters relating to its implementation including universalization, annual reporting, designation of national points of contacts, national legislation and domestication of the Treaty, and participation in AFCONE-relevant events;
- h. Provides policy advice on managing AFCONE's interaction with other international organizations and Nuclear-Weapon-Free Zones, with a view to furthering the AFCONE's mission and adding value to broader global efforts in relation to disarmament and non-proliferation;
- i. Manages AFCONE-hosted events, conferences and workshops, including all organizational, logistic and budgetary aspects;
- j. Manages secretariat services required for the sessions of AFCONE and the Conference of States Parties and prepare summary reports;
- k. Perform any other related duties as may be assigned or required.

Requirements

Educational Qualifications: Advanced university degree (Master's degree or equivalent) in international relations, international law, nuclear science and technology or related area. A first-level university degree in combination with at least two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of seven years of progressively responsible experience in dealing with international security and/or international policy issues related to disarmament, non-proliferation or related area is required. Experience in project management and planning is required. Experience in an international organization is desirable.

Other Relevant Skills:

- Ability to understand issues related to international security, disarmament and non-proliferation as they relate, in particular, to nuclear weapons.
- In-depth knowledge of multilateral processes and treaty implementation such as the NPT and CTBT as well as nuclear safety, security and safeguards;

- Proven analytical skills to assess the implications of developments with regard to relevant topics, especially in the nuclear area;
- Excellent communication skills and strong ability to draft and edit speeches, as well as other presentational documents;
- Proven planning and organizational skills with regard to arranging conferences, seminars, workshops, etc., including in relation to managing financial resources;
- Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Good computer skills (MS Office applications; including Word, PowerPoint, Excel, SharePoint, Outlook and Project).

Eligibilit

Only nationals of States Parties to the Treaty of Pelindaba are eligible to apply for this vacancy. These are: Algeria, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Chad, Comoros, Congo, Cote d'Ivoire, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Libya, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Senegal, Seychelles, Saharawi Republic, South Africa, Swaziland, Tanzania, Togo, Tunisia, Zambia and Zimbabwe.

2. Language requirements

Fluency in spoken and written English is required. Knowledge of other working languages of the African Union is an added advantage (Arabic, French and Portuguese).

3. Tenure of appointment

The appointment shall be for an initial period of two (2) year, the first three (3) months of which shall be on probationary period. It shall be renewable, subject to satisfactory performance and availability of funds.

4. Gender mainstreaming

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

5. Remuneration

The salary attached to the position is a fixed annual lump sum of US\$ 109,327.60 (P4 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 92,874.05 inclusive of all allowances for locally recruited staff.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13-January-2018.

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.

Contract Type

Fixed Term Contract

Employment Fraction

Full-time

Branch

African Commission on Nuclear Energy