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**External Publication of Job Posting**

**50364857**

**Job Posting Title**

CHIEF OF ADMINISTRATIVE SERVICES UNIT

**Start Date**

08.02.2018

**End Date**

11.03.2018

**Reference Code**

(03)10000695

**Job Title**

CHIEF OF ADMINISTRATIVE SERVICES UNIT

**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, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

**Department**

Post/Job Title: Chief of Administrative Services Unit

Grade : P3

Reports to: Head of Administration and Facilities Management Division

Division: Administration and Facilities Management Division

Duty Station: Addis Ababa, Ethiopia

Number of Posts: 1

**Project**

1. Purpose of the Job

To perform the duties and responsibilities for the overall management of both the Registry/Records Management Services Section and the Transport/Fleet Management Services Section.

## **Tasks**

### **2. Key Duties, Responsibilities and Accountabilities**

The incumbent shall:

- Ensure the smooth and effective functioning of the Unit by organizing, coordinating and providing direction to staff of the Unit.
- Carry out the administrative tasks necessary for the functioning of the Unit, including the preparation of budgets, reporting on its performance, evaluation of staff performance, etc.
- Prepare reports, memos, and requests in connection with the activities of the Unit.
- Establish and review policies and procedures about the records management system.
- Manage and foster teamwork and communication among staff in the Unit.
- Ensure that the staff of the Unit are kept abreast about records management principles and requirements, and that they receive records management training appropriate to their needs.
- Ensure that the staff of the Unit are kept abreast about fleet management principles and requirements, and that they receive fleet management training appropriate to their needs.
- Improve working methods by ensuring the development and functioning of an Electronic Records Management System.
- Ensure that an effective and efficient filing system is maintained.
- Ensure the security and safety of records by establishing a Records Storage and Access Control Centre.
- Ensure an efficient Mail Management System.
- Ensure also that all out-going mail to be dispatched by the Registry conform to the official format and standards as set out in the AU Correspondence Policy Manual.
- Ensure that all vehicle fleet are properly maintained and serviced.
- Coordinate and oversee the work of all Registries of the Commission.
- Coordinate and assign Mail Runners to all Departments/Divisions/Units of the Commission.
- Coordinate and assign Registry Clerks to all Departments of the Commission.
- Ensure the processing of all out-going and in-coming mail which include all Post Office formalities, collection and distribution of official and personal mail of staff members.
- Answer internal and external queries regarding the receipt or dispatch of mail, documents and email.
- Ensure efficient management of the Fleet Management/Transport System of the Commission.
- Establish and review policies and procedures about the fleet management system.
- Efficiently manage and monitor a team of Transport Supervisors and drivers.
- Ensure Organization's compliance of all fleet management and records management policies and procedures.
- Assign drivers to appropriate departments.

### **3. Measures of Performance**

- Well-managed Registry Service maintained.
- A well-supervised team of Mailing/Registry Clerks maintained.
- An effective and efficient records management system maintained.
- A well-supervised team of Mail Runners maintained.
- A well-organized mailing system put in place.
- Out-going and In-coming Mail reach their proper destinations
- Well-managed Fleet Management/Transport Section
- A well-supervised team of drivers maintained
- Periodic reports on expenditure of outgoing mail prepared and maintained.
- Programme Budget and Activity Reports prepared.

## **Requirements**

### **4. Qualifications**

University Master's degree in Business Administration, Public Administration, Administrative Management, Project Management or related fields.

7 years of experience in Administration, Management or relevant fields and experience in managing a team in a multicultural environment of which 3 years should have been at a supervisory level.

OR

University bachelor's degree in Business Administration, Public Administration, Administrative Management, Project Management or related fields.

10 years of experience in Administration, Management or relevant fields and experience in managing a team in a multicultural environment of which 5 years should have been at a supervisory level.

### **5. Skills and Competencies**

The incumbent will be expected to have:

- A good command of two of the AU working languages. For this post, ability to read, understand and communicate effectively in both English and French is desirable.
- Competence in the use of standard software used in the Commission such as Microsoft Office Applications.
- Ability to supervise and evaluate the performance of those supervised.
- Strong interpersonal skills including the ability to build good working relationships and to work flexibly and collaboratively with colleagues to achieve organizational goals.
- Strong organizational, writing and communication skills.

### **6. Language Requirement:**

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

### **7. Tenure of Appointment:**

The appointment will be made on regular term contract for a period of three (3) years, of which the first twelve months be consider as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance and deliverables.

### **8. Least Representative Countries:**

Candidates from the following least represented countries are encouraged to apply: Eritria, Central African Republic, Cape Verde, Comoros, Congo (DRC), Djibouti, Equatorial Guinea, Liberia, Mauritania, Namibia, Sahrawi Arab Republic, Madagascar, Morocco, Sao Tome and Principe, Seychelles and Somalia.

### **9. Gender Mainstreaming:**

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

## 10. Remuneration

Indicative basic salary of US\$ 37,453.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 22,932.00 (per annum), education allowance 100% of tuition and other education related expenses for every eligible dependent up to a maximum of US\$10,000.00 per child per annum), etc. for internationally recruited staff of the Commission and up to US\$3,300 for locally recruited staff of the Commission.

## 11. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 11 March 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.

Directorate of Administration and Human Resources Management  
African Union Commission  
Addis Ababa (Ethiopia)

### ***Contract Type***

Regular (Long Duration)

### ***Employment Fraction***

Full-time

### ***Branch***

Headquarters