



External Publication of Job Posting

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Job Posting Title

MEETINGS WORKFLOW OFFICER

Start Date

08.02.2018

End Date

11.03.2018

Reference Code

(03) 30002118

Job Title

MEETINGS WORKFLOW OFFICER

Organization

The African Union was established as a unique Pan African continental body. It is charged with the responsibility of 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 world wide partnership. Its Headquarters is located at Addis Ababa, capital city of Ethiopia. In seeking to attain this objective, the African Union Commission is inviting qualified applicants who are citizens of Member States of the African Union to apply for the position of Meetings Workflow Officer .

Department

POST:

Job title: Meetings Workflow Officer

Grade: P1

Department: Directorate of Conference Management and Publications

Supervisor: Director of Conference Management and Publications

Duty Station: Addis Ababa, Ethiopia

Number of Positions: One (1)

Tasks

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Director of DCMP, the responsibilities and duties of the incumbent shall include the following:

- Manages and coordinates the programme of work and schedule of meetings of the Commission in consultation with the Director of DCMP and other relevant officials;
- Provides competent and informative advice and overall assistance to the Director of DCMP in the conduct of the proceedings of the conference;
- Provides expert advice on all physical facilities required for the conference, including conference and meeting rooms, office space and equipment, and on specific requirements for the work of conference services staff for meetings at Headquarters and in Member States based on AU standards
- Works closely with the Calendar of Meetings Administrator on all matters concerning approval, change and cancellation of meetings;
- In consultation with the Director of DCMP, works closely with Heads of Divisions on the assignment of interpreters/translators for meetings and in the identification of freelance interpreters/translators for recruitment;
- Oversees and facilitates the preparation of cost estimates for meetings regarding staff needs;
- Liaises with meetings organizing departments about details of meetings and disseminate to the concerned;
- Provides the daily programme and necessary information for interpreters and in the lead up to the conference disseminate updates;
- Liaises with team leaders for meetings during proceeding of the meeting for the smooth running of the meeting and update record;
- Resolves all problems involving in the conference servicing operation;
- Facilitates Preparatory and Postmortem Meetings and prepare report with possible recommendations and follow-up actions;
- Facilitates Sensitization Meetings with all Departments and prepare necessary materials i.e. booklet, decisions, guidelines and to prepare report with possible recommendations and follow-up actions;
- Organizes and supervises the carrying out of client satisfaction surveys, as necessary, in consultation with the Director;
- Provides statistics for meeting when necessary;
- Monitors and improve the workflow in any way when necessary, in consultation with the Director;
- Undertake such other relevant duties as assigned by the Director of DCMP.

Requirements

1. EDUCATIONAL QUALIFICATIONS & WORK EXPERIENCE:

Candidates must have at least a Degree conference management or business administration. A higher qualification in the field will be an added advantage. Candidates should have at least five (5) years of continuous working experience in the field with AU, UN, other international organisations, private sector or national governments.

2. OTHER RELEVANT SKILLS:

- Professionalism
- Excellent interpersonal skills;
- Excellent communication skills;
- Ability to work under pressure;
- A good knowledge of a third AU working language would be an added advantage;

- Computer literacy.

3. LANGUAGE REQUIREMENT

Candidate must be Proficiency in one of the African Union working languages. Proficiency of two or more of the other working language(s) would be an added value.

4. TENURE OF APPOINTMENT:

The appointment will be made on a Regular term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two (2) years' renewable, subject to satisfactory performance and deliverables.

5. EQUAL OPPORTUNITIES:

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

6. LEAST REPRESENTED COUNTRIES:

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

7. REMUNERATION:

Indicative basic salary of US\$ 25,523.00 (P2 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.

HOW TO APPLY:

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 Resource Management
African Union Commission

Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters