



External Publication of Job Posting

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Job Posting Title

ESTATE OFFICER

Start Date

15.02.2018

End Date

18.03.2018

Reference Code

03 (10000729)

Job Title

ESTATE OFFICER

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: Estate Officer

Grade: P2

Report to: Chief of Estate Development Unit

Division: Administration and Facilities Management Division

Directorate: Administration and Human Resources Management Division.

Duty Station: Addis Ababa, Ethiopia

Number of Positions: 1

Project

1. Purpose of the Job

To perform the duties of Estate Officer in the management, development and planning of AU estates as well as assist in the estates operations and maintenance, equipment maintenance for all premises and those covered

by service level agreements with service providers. The incumbent shall contribute in formulation of trust strategic objectives by ensuring a complementary strategic development of the estates policies and compliance with organizational requirements. He/she shall operate under the direct supervision of the Chief of Estate Development Unit in the Administration and Facility Management Division within the Directorate of Administration and Human Resources Management.

Tasks

2. Key Duties, Responsibilities and Accountabilities

The incumbent shall:

- Manage and control the lands and development of buildings and also external contractors procured by the Organization for renovation and construction projects in line with Organizational Standards;
- Assist with detailed inspections of properties/estates subject to damp, disrepair or insurance claims as required, prepare inspection reports and keep good records.
- Use technical software packages to schedule, plan and prioritize all renovation and construction projects;
- Manage the routine requests for technical assistance and analyzing and implementing effective solutions;
- Respond effectively questions and queries coming from projects;
- Control and check all constructions and renovations;
- Interpret International Standards that apply to estates development;
- Ascertain the financial status of AU estate and submit report through Chief of Unit;
- Prepare detailed inventories of immovable assets and provide reports as and when necessary.
- Take control of the immovable assets of AU estates;
- Assist in the appraisal of AUC Properties and Assets towards improvement, sale or disposal;
- Certify payment of expenditures for construction and renovation projects;
- Assess proprieties and buildings rented by the AUC and report on technical and financial implications;
- Ensure that maximum safety measures are provided for all estates as well as monitor the cleanliness of estates environment.
- Contribute to policy formulations and SOPs in relation to estate and property development and management;
- Take responsibility and contribute to own continuous development and to keep up to date with trends and changes in the estate sector, legislation, policies and best practice and deliver services accordingly;
- Meet key performance indicators and targets/ objectives set and report to the Chief Estate Development Unit in respect of service delivery; and
- Performs additional duties or responsibilities, consistent with the role and grade, as may be assigned by supervisors.

Requirements

3. Qualifications

University Bachelor Degree in Civil Engineering, Building and Maintenance. Higher Academic or Vocational qualifications with professional certifications will be an added advantage.

4. Competencies and Commitments

The incumbent will be expected to:

- Actively promote customer care, value for money and performance management in own role;
- Demonstrate a whole hearted commitment to the organizational values and culture;
- Positively promote and represent African Union Commission;
- Promote an environment of continuous learning, development and improvement;
- Consistently promote and apply quality and diversity, in line with African Union Rules, Regulations, Policies and Procedures and ensure that this is demonstrated and maintained throughout all areas of

responsibility; and

- Be aware of, and observe fully and promote, African Union policies relating to health and safety and risk management and best practice, throughout all areas of responsibility.

5. Knowledge, Abilities And Skills

- Practical knowledge in general management and estates development
- Good general knowledge of assessment standards and practices and the ability to evaluate properties for rental, sale or insurance purposes.
- Excellent drafting skills
- Excellent practical knowledge on the usage of Architectural designing and management of estate software.
- Strong technical drawing skills, ability to read blue prints, schematics, assembly drawings, and wire lists.
- Ability to organize and supervise support staff and establish reporting system.
- Ability to work under pressure
- The ability to work both as part of a team and independently
- Excellent interpersonal and communication skills;
- Capacity to work under pressure and in a multicultural environment;
- Ability to effectively present and communicate information to top management.

6. Work Experience

At least 5 years experience as Civil engineering out of which at least three years with specific experience in Estate Development and Management.

7. 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.

8. 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.

9. Least Representative Countries:

Candidates from the following least represented countries are encouraged to apply: Eretria, 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.

10. Gender Mainstreaming:

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

11. Remuneration

Indicative basic salary of US\$31,073.00 (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.

1. Application

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 18

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