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**External Publication of Job Posting**

**50368053**

**Job Posting Title**

Senior Policy Officer, Mediation Support (AU MSU)

**Start Date**

21.02.2018

**End Date**

24.03.2018

**Reference Code**

PSOD201802213

**Job Title**

Senior Policy Officer, Mediation Support (AU MSU)

**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.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Senior Policy Officer, Mediation Support (AU MSU) in Peace and Security Department/ CMPCRD Division/ Mediation Support Unit of the African Union Commission.

**Department**

Job Title: Senior Policy Officer, Mediation Support (AU MSU)  
Grade: P3 step 1  
Department: Peace and Security  
Supervisor: Coordinator of the AU Capacity Building Project in mediation  
Duty Station: Addis Ababa, Ethiopia  
Posts: 1

**Tasks**

Under the overall supervision of Director, Peace and Security Department and the direct supervision and

managerial direction of the Head, CMPCRD, and the Coordinator will be responsible for establishing and developing the MSU as well as coordinating operational support to ongoing mediation efforts by the AU and Regional Economic Communities (RECs) and Regional Mechanisms (RMs).

Within delegated authority, the Coordinator will be responsible for the following duties:

- Develop conceptual and background documents to guide the operationalization of the AU MSU;
- Ensuring that the KMF and SOP implementation plan is fully implemented;
- Setup of various procedures, including the Standard Operating Procedures for mediation support as well as communication procedures and other relevant to the management of knowledge;
- Compiling and cataloguing all relevant AU documentation and procedures;
- Development of various questionnaires and guidelines for the debriefing processes;
- Structuring of a process assessing the AU mediation processes;
- Development of a programme allowing senior mediators to write about their experiences and drawing up the guidelines for the conduction of in-depth interviews with AU mediators;
- Development of a process for assessing the KMF process, including reviewing of documents generated, make relevant documents available and continuously reviewing the KMF itself;
- Coordinate with the partner organizations providing skills enhancement forum for AU mediators and mediation support staff;
- Support the AU Conflict Prevention and Early Warning Division in its daily work as required;
- Provide assistance to the current AU Capacity Building Project in mediation.

### **Requirements**

#### 1. Qualifications and experience required

- A University Master's Degree in International Relations and/or Political sciences.
- At least eight years of work experience in an international environment of which three (3) years should have been at a supervisory level. S/he must have experience in knowledge management as well as project development and management, solid research skills, as well as field experience in peacebuilding, political affairs or mediation;
- Required knowledge include in international peace and security issues, mediation and dialogue processes, mediation efforts of the African Union and of African sub-regional organisations active in the area of peace-making.

OR

- A University Bachelor's Degree in International Relations and/or Political sciences.
- At least ten years of work experience in an international environment of which five (5) years should have been at a supervisory level. S/he must have experience in knowledge management as well as project development and management, solid research skills, as well as field experience in peacebuilding, political affairs or mediation;
- Required knowledge include in international peace and security issues, mediation and dialogue processes, mediation efforts of the African Union and of African sub-regional organisations active in the area of peace-making.

#### 2. Competencies and Skills

The incumbent should demonstrate excellent verbal and written communication skills; Possess experience of public speaking and representation; A record of initiative and creativity as well as confidence in dealing with senior practitioners; Should be flexible and able to work under time constraints and to manage multiple projects at the same time.

#### 3. AU Language requirement

Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

#### 4. 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.

#### 5. Gender Mainstreaming

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply

#### 6. Least Representative Countries:

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

#### 7. 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.

#### How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 24 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