



**External Publication of Job Posting**

**50379409**

**Job Posting Title**

Director Human Resources Management

**Start Date**

04.04.2018

**End Date**

14.05.2018

**Reference Code**

BDCP2018040412

**Job Title**

Director Human Resources Management

**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 organizational structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Director Human Resources Management.

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea-Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

**Department**

Post title: Director Human Resources Management

Post level: D1

Department: Bureau of the Deputy Chairperson

Supervisor: Deputy Chairperson of AUC

Duty Station: Addis Ababa, Ethiopia

Number of Positions: One

## **Project**

The incumbent shall be responsible for the overall management and coordination all human resources management activities for the entire African Union Commission. The incumbent shall oversee the development, review and implementation of all strategic framework documents that govern effective, efficient and fair recruitment practices, performance management, remuneration, employee relations and contract management.

## **Tasks**

### **1. Major Duties and Responsibilities**

- Develop and maintain operating rules and procedures for human resources management at the AUC.
- Provide technical leadership and ensure efficient functioning of all Divisions under the Directorate.
- Ensure overall management of the Directorate personnel, budget, performance, quality, discipline and training in conformity with relevant rules and procedures in force.
- Determine and execute the overall human resources strategy of the organization.
- Develop and oversee human resources policy development guidelines.
- Prepare and oversee integrated people management support for AUC programs and overall activities of the organization.
- Build and maintain a strategic plan to form good working relations with other directorate/department.
- Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners.
- Organize and coordinate meetings between the African Union Commission and other relevant professional organizations.
- Initiate and take necessary actions to support resources mobilization for the development of human capacity in the African Union Commission.
- Prepare periodic financial and budget execution reports, annual financial statements and other reports for the Directorate of Human Resources.

### **2. Specific Responsibilities**

The incumbent shall be expected to lead the following strategic functions;

- Coordinate the design and implementation of the human resource management strategic plan of the AUC in line with the needs of the organization and pertinent roadmaps such as Agenda 2063;
- Develop and coordinate the implementation of gender sensitive and youth oriented people development and management policies and practices within the organization to ensure the AUC attains gender parity and effectively integrate young and qualified workforce
- Develop and implement up to date policies, staff regulations & rules, circulars for best practice staff management, efficient service delivery, staff motivation and retention;
- Foster compliance with African Union Staff Regulations and Rules, Financial Rules and Regulations,

and other guiding administrative policies as well as advise on revisions by studying current situation vis a vis global trends;

- Develop human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances;
- Undertake restructuring, job analysis, job evaluation, and skills surveys whenever necessary to ascertain that the organization has the right reporting lines, relevant positions, and required number of competent staff to successfully deliver the African Union Commission mandate;
- Provide technical leadership and support to ensure efficient functioning of all Divisions and staff under HRM Directorate to ensure timely communication, confidentiality and proper records management;
- Lead and coordinate activities of all Human Resources Business Partners that shall serve as direct contact with user departments, Organs, Regional Offices and Liaison Offices;
- Lead the identification process of vacant positions, filling of vacancies and onboarding of successful candidates through competitive and fair recruitment and selection practices in collaboration with user departments and offices and in line with AU rules and regulations;
- Oversee the performance management system as well as career management for staff recognition and career development.
- Lead staff development through training needs analysis, provision of a variety of learning and development activities such as induction programs, group trainings, seminars, coaching, on-the-job training and exchange programs;
- Take responsibility for the formation of Committees and Task Forces that deal with any emerging human resources issues requiring immediate action;
- Supports management by providing human resources advice and guidance in adherence to the established practices of the organization;
- Communicate and coordinate the information dissemination of strategic HR decisions made by the Policy Organs and administrative boards;
- Oversee employee relations by monitoring and advising managers and supervisors in the progressive discipline system of the organization;
- Review, guide, and process management recommendations for employment terminations;
- Promote the research, development and operationalization of HR systems to ensure efficient and effective service delivery;
- Promote the Organization's reputation by driving an articulated employer value proposition that encourages adherence to organizational values and ethical norms;
- Carries out any other duties as may be assigned.

### **Requirements**

1. Education Qualifications and Professional Experience

## Education Qualifications:

Master's degree in either Human Resources Management; Public Administration; Business Administration or Social Sciences.

## Professional Experience:

- Minimum of 12 years of progressive job experience out of which minimum of 5 years at senior leadership level (Senior Human Resources Manager, Head of Division or Director of Human Resources Department) ideally in the area of Human Resources Management in an international organization or international private sector.

## Functional experience:

- Must have at least an experience in one of the following specific area: talent and performance management, compensations and benefits management, organizational development/change management, employee relations, industrial psychology, industrial relations. An additional experience in Human Resources information systems management as well as a good expertise in SAP HCM will be an added advantage.
- An excellent knowledge of African countries social, cultural, political and economic trends as well as an experience in intergovernmental process in international/multilateral organizations will be considered as advantage.
- Membership of Human Resources Management body or any relevant professional body will be an added advantage.
- Experience in managing gender based people development policies will be an added advantage

## 2. Required Skills and Competencies

- Ability to use strong managerial delegation, political tact and supervisory skills to achieve documented objectives
- Ability to work effectively with people from various backgrounds and create an environment where diversity is respected
- Ability to promote gender sensitive and youth oriented people development policies and practices
- Ability to collaborate and communicate effectively with top level stakeholders
- Ability to identify key strategic opportunities and risks
- Ability to actively seek, identify and apply appropriate technology to improve program delivery
- Ability to delegate the appropriate responsibility, accountability and decision-making authority with regard to performance management and professional development
- Proficiency in one of the AU working languages, fluency in another AU language is an added advantage

## 3. Leadership Competencies

- Strategic Focus: - Creates a compelling vision for the future state of the department / directorate and or organization. Establishes a comprehensive course of action to achieve the vision.
- Developing Organizational Capability: - Promotes organizational learning and development to ensure that the department is well positioned to meet future leadership needs and mentors others to enhance their development.
- Change Leadership: - Leads/champions organizational change initiatives – consistently looks for ways to improve the Department / directorate or organization.
- Strategic Risk Management: - Uses sound judgment to make risky decisions in highly complex situations based on an assessment of the risks and benefits, impacts, etc.

#### 4. Core Competencies

- Building Partnership: - Initiates and cultivates strategic internal and external networking relationships, builds alliances and collaborates across boundaries to foster organizational goals through proactive engagement with key stakeholders.
- Drives Accountability Culture: - Develops longer-term goals and proactively influences how resources, services, etc. are re-organized to achieve goals and offering recommendations on issues of accountability for improvement.
- Learning Orientation: - Promotes ongoing learning and development across the organization, develops personal and professional goals and makes insightful career planning decisions to achieve (or alter) these goals.
- Communicating with impact: - Projects authority and credibility. Uses personal rather than positional power to influence and motivate others to achieve results and presents the key points of an argument persuasively.

#### 5. Functional Competencies

- Conceptual Thinking: - Creates new concepts that are not obvious to others and are not learned from previous education or experience, to think through issues and/or resolve problems.
- Job Knowledge Sharing: - Fosters and enables a knowledge and information-rich culture through engaging with thought leaders within and outside the organization.
- Drive for Result: - Commits significant resources and/or time (in the face of uncertainty) to improve performance, reach a challenging goal and implements innovative solutions.
- Fosters Innovation: - Encourages creativity on the part of others by highlighting the benefits of innovation and change on the overall performance of the organization and/or the performance department/directorate.

#### 2. Language requirement:

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a must.

Knowledge of other working languages would be an added advantage.

3. Tenure of appointment:

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

4. Equal opportunity:

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

5. Remuneration:

Indicative basic salary US\$ 78,138.00 per annum (D1 Step 1) plus other related entitlements e.g. post adjustment (46% of basic salary), housing allowance (US\$26,208.00 per annum), education allowance (100% of tuition and other 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.

Application procedure:

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org>, not later than 14th May 2018.

. Directorate of Administration and Human Resource Management

African Union Commission.

**Contract Type**

Regular (Long Duration)

**Employment Fraction**

Full-time

**Branch**

Headquarters