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**External Publication of Job Posting**

**50524396**

**Job Posting Title**

Senior Conference Management and Publications Officer

**Start Date**

08.06.2018

**End Date**

09.07.2018

**Reference Code**

SCMPO03

**Job Title**

Senior Conference Management and Publications 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.

In seeking to achieve these objectives, the African Union Mechanism for Police Cooperation (AFRIPOL) is established as a technical Institution of the Union for police cooperation among the Member States of the Union. Filling of vacant posts in the organizational structure is key to fulfilling the mandate of AFRIPOL.

The Conference and Documentation Unit is a critical component for the effective functioning of AFRIPOL in terms of managing the meetings, training sessions, workshops and other capacity building initiatives. The Commission of the African Union (AU), therefore, invites applicants who are citizens of AU Member States, for the post of Senior Conference Management and Publications Officer at the AFRIPOL Secretariat.

**Department**

Post:

Job Title: Senior Conference Management and Publications Officer

Grade: P3 (Step1)

Supervisor: Head, Administration, Personnel and Finance Division

Duty Station: Algiers, Algeria

Number of Position: One (1)

**Project**

Job Description Summary:

As a technical institution of the African Union for police cooperation among Member States, AFRIPOL is expected to build the capacities of the police agencies of the Member States to prevent and respond to the threats posed by transnational organized crime and terrorism. The Conference and Documentation Unit is essential in enabling AFRIPOL to deliver on its mandate by organizing and managing meetings, workshops, training sessions and other capacity building initiatives.

### **Tasks**

Major Duties and Responsibilities:

The Senior Conference Management and Publications Officer will, therefore, be responsible for the following:

- Develop and implement an effective and comprehensive conference management system;
- Prepare and manage the calendar of meetings, workshops, training sessions, and other activities of AFRIPOL for consideration and endorsement by the management and organs of AFRIPOL;
- Inspect and ensure that AFRIPOL meetings are well equipped maintained and functioning;
- Supervise and control conference equipment;
- Manage the translation work of all key AFRIPOL documents into all AU working languages (Arabic, English, French and Portuguese);
- ensure that all working documents in the required working languages of meetings are ready and distributed to participants;
- Ensure and manage the timely delivery of interpretation services in AFRIPOL activities as appropriate;
- Support in following-up the confirmation of participants in of the various events organized by AFRIPOL;
- Supervise the production process of AFRIPOL publications;
- Work with the Media, Publications & Public Relations Unit for the preparation and dissemination of promotional material for AFRIPOL events;
- Interact with other Divisions and Units to obtain meeting requirements and schedules;
- Coordinate and supervise organization of meetings and activities;
- Oversee additional client requests for meeting room set-up, Audio V devices and catering needs;
- Inspect meeting rooms to ensure it meets client needs;
- Perform any other duties assigned by the Head, Administration, Personnel and Finance Division, or the Director.

### **Requirements**

1. Educational Qualifications, Work Experiences and Skills Required:

- The minimum qualification for this post is an advanced university degree (Master's degree) in Business or Conference Management, languages/Translation, or related fields.
- A minimum of ten (10) years of relevant experience in translation or interpretation, and management;
- Experience in organization of conferences, workshops, and other events at managerial level;
- Leadership abilities and management experience are essential;
- Experience in working in a multicultural environment and as a team player;
- Competence in the use of standard Microsoft Office applications (Word, Excel and PowerPoint) is essential;
- Good written and oral communication skills are required.

2. Language requirements

Proficiency in at least two (2) of the African Union working languages (Arabic, English, French and Portuguese) is required.

3. Tenure of appointment

The appointment will be made on a Regular contract for a period of three (3) years, of which the first twelve (12) 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.

4. Gender mainstreaming

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

5. Remuneration:

Indicative basic salary of US\$ 37,453 (P3 Step1) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 18,547.20 (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.

How to Apply:

All applications must reach the African Union Commission not later than 9th July 2018 through the AU Commission's website <http://www.aucareers.org>

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***

AFRIPOL, Algiers