



**External Publication of Job Posting**

**50564762**

**Job Posting Title**

PARTNER FUND OFFICER

**Start Date**

13.08.2018

**End Date**

16.09.2018

**Reference Code**

SPPMERM / 03 / 03

**Job Title**

PARTNER FUND OFFICER

**Organization**

1. Background Information

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 recruitment of staff to manage partner funds, in view of ensuring proper allocation and budget utilization, through fixed and short-term employment status.

The African Union Commission hereby invites applicants who are citizens of Member States for the post of Partner Fund Officer on fixed-term status within its Strategic Policy Planning, Monitoring and Evaluation and Resource Mobilization Directorate.

**Department**

2. Post:

Job Title : Partner Fund Officer  
Grade : P2  
Number of posts : 1 (One)  
Department : Directorate of Strategic Policy Planning, Monitoring and Evaluation and Resource Mobilization  
Supervisor : Head of Division, Resource Mobilization

Duty Station : Addis Ababa, Ethiopia

### **Tasks**

Main duties and responsibilities:

Under the direct supervision and guidance of the Head of Resource Mobilization Division, the incumbent will perform the following tasks:

- Assist to ensure allocation of resources to appropriate fund or account and monitor proper budget utilization to ascertain that budget appropriations are within agreed ceilings;
- Develop budget proposals for partner funds in line with AUC financial, administrative and operational parameters in collaboration with liaison office and project managers; follow up agreement with partners, and ensure budget utilization is in compliance with agreements;
- Prepare periodic disbursement plans, cash flow forecasts, schedules of remittances of subventions for liaison offices and projects, and monitor cash requirements against utilization;
- Ensure that progress reports are prepared and submitted to the Partners in accordance with the respective Agreements;
- Ensure that there is a synergy between the Financial Statement and narrative reports submitted to the partners.
- Assist in the development of guidelines, procedures, partner compliance checklists and schedules to enhance proper functioning, and management of the external resources and implementation of partner agreements
- Provide advice to the Resources Mobilization Division management and other stakeholders on efficient utilization of partners' funds;
- Assist to review information and explanations provided by project managers to audit queries and partner requests;
- Assist in follow up and implementations of recommendations of the AUC's Internal and external auditors as well as partners' contracted external auditors;
- Perform any other similar duties that may be assigned by the Head of the Division

### **Requirements**

Qualification and work experience required:

- Bachelor Degree in Economics or related fields.
- Candidates must have at least 3-4 years of relevant experience in resource mobilization, economic integration or development planning. Experience working with International Organizations and Donors is a valuable asset.

OR

- University Diploma in Economics or related fields.
- Candidates must have at least 5 years of relevant experience in resource mobilization, economic integration or development planning. Experience working with International Organizations and Donors is a valuable asset.

5. Other relevant skills:

- Analytical skills in a Donor funded environment;
- Excellent negotiation, interpersonal and communications skills;
- Knowledge of funding and other resource mobilization mechanisms;
- Development of procedures and computerized system design and implementation skills;
- Excellent interpersonal skills and ability to organize and motivate others;
- Ability to work in a multi-cultural environment;

- Writing and editorial skills for preparing effective project proposals for funding and presentations to donors;
- Very good report writing skill
- Knowledge of results based management
- Computer skills.

6. Language requirement:

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

7. Tenure of appointment:

The appointment will be made on a fixed term contract for a period of one (1) year, of which the first three months will be considered as a probationary period. Thereafter, the contract will be renewed annually subject to satisfactory performance and fund availability.

8. Gender Mainstreaming

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

9. Remuneration

The salary attached to the position is a fixed annual lump sum of US\$ 85,212.07 (P2 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 66,751.81 inclusive of all allowances for locally recruited staff.

10. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 16th September 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**

Short Term

**Employment Fraction**

Full-time

**Branch**

Headquarters