



External Publication of Job Posting

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Job Posting Title

Communications Officer (Trade and Industry) Internal Candidates -All AU Organs

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Job Title

Communications Officer (Trade and Industry) Internal Candidates

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 of Ethiopia.

In seeking to achieve the above objectives, the African Union seeks to fill the position of Communications Officer in the Department of Trade and Industry to strengthen its capacity to deliver on its expanding mandate.

Department

Position: Communications Officer Internal Candidates -All AU Organs

Grade: P2, Step 5

Duration: One (1) year

Supervisor: Director for Trade and Industry

Department: Trade and Industry

Duty Station: Addis Ababa, Ethiopia

Project

In line with the BIAT/AfCFTA Decision of 2012, which was re-echoed by the 9th Conference of African Ministers of Trade (CAMOT) in December 2014, the African Union Commission was charged with the responsibility to coordinate and provide overall guidance for the AfCFTA negotiations, as well as serve as the secretariat for the implementation process and for the High Level African Trade Committee (HATC). With this responsibility, the Department of Trade and Industry was directed to strengthen its capacity in order to deliver on its huge mandate.

Tasks

Under the direct supervision of the Director, the responsibilities and duties of the Communications Officer shall include the following:

- Developing a work plan for communication activities, monitor compliance and provide Support and Guidance to ensure that objectives are met.
- Planning and monitoring the use of communication budgetary resources.
- Monitoring the implementation of the AfCFTA Communications Strategy and other approaches of communication for projects of the Department.
- Coordinating and Ensuring communication effectiveness, efficiency and delivery.
- Coordinating with technical staff, Commissioner or Director, Articles, Editorials or Op-eds in major newspapers around Africa and the world.
- Providing to the Management, Colleagues and Staff, a Daily Press Review and Monitoring in Trade, Industry, Customs and Mining areas.
- Coordinating and arranging media for the Commissioner and the Director.
- Advising the Commissioner, the Director, Colleagues and Staff on Media Strategy and implications for action and policies proposed.
- Developing communication tools and/or strategies (knowledge management, information exchange, etc.) such as Newsletters, Documentaries, flyers, Road Map publications, folders, brochures, etc.
- Providing technical advice and support in planning and developing relevant information and communications products.
- Providing input to all major Departmental Documents, including Strategies, Partners Reports, Speeches and other Technical Documents, to ensure they are well written and integrate key components with regards to Trade, Industry, Customs and Mining.
- Promoting a better understanding of women's participation in Trade, Industry and Mining.
- Ensuring rapid and accurate information dissemination to the AU Members States, Partners, Media, NGOs and other Appropriate Audiences.
- Collaborating with the media through activities such as organizing site visits, facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- Collaborating and Building a Media Network
- Drafting media advisories, press releases, articles and special reports.
- Editing Articles and publications, record and edit videos, take pictures and engage the Department to Social Media on Facebook, Twitter, YouTube, Instagram and Google+.
- Monitoring, evaluating and advising on the use and effectiveness of media materials and share results and findings.
- Support establish, document, review and refining process of working collaboratively with various stakeholders, including meetings, joint projects, information sharing etc.
- Ensuring or enhancing the quality, consistency and appropriateness of country specific Communication materials, activities, processes and messages shared with partners.
- Participating in advocacy activities including preparing information materials (e.g., press releases, background information, and media kits), and necessary logistic arrangements.
- Highlighting the achievements of the African Union on Trade, Industry and Mining.
- Maintaining close collaboration with the Directorate of Communication Team for effective overall coordination.
- Undertaking any other duties that may be assigned by the Supervisor.

Requirements

1. Qualifications And Work Experience Required:

- University Bachelor Degree in Journalism, Communication, Marketing or related field; with 3-4 years of substantial professional experience in positions of progressive responsibility including positions at international level working on Trade, Industry and Mining and AU Flagship Projects such as the African Continental Free

Trade Area (AfCFTA);

- Experience in performing services for international organizations

OR

- University Diploma in Journalism, Communication, Marketing or related field; with 5 years of experience at a specialist level years of substantial professional experience in positions of progressive responsibility including positions at international level working on Trade, Industry and Mining and AU Flagship Projects such as the African Continental Free Trade Area (AfCFTA);
- Experience in performing services for international organizations

2. Competencies And Skills Required

Functional Skills

- Knowledge of computer applications including Website Creation, Editing and Design Softwares such as Dreamweaver, Photoshop, Corel, Adobe Premiere Pro;
- Able to work in a multicultural environment and respect diversity
- Evidence of strategic thinking and proven ability to organize, plan and prioritize work;
- Strong designing, drafting and reporting skills;
- Ability to develop themes undertaking research
- Excellent presentation skills and drafting ability essential
- Bilingual Proficiency in two African Union languages is required English and French.

Personal Skills

- Dynamic, self-motivated, conscientious, professional, devoted, honest and discreet;
- Commitment to gender equality;
- Ability to work in a team and independently;

Knowledge Skills

- Be in line with the African Union core values.
- Sound knowledge of Trade, Industry, Customs and Mining issues;

3. Tenure Of Appointment:

The appointment will be made on a fixed term contract for a period of one (1) year, of which the first six months will be considered as a probationary period. Thereafter, the contract will be on an annual basis, subject to satisfactory performance and availability of funds.

4. 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.

5. Remuneration

The salary attached to the position is an annual lump-sum of \$85,212.07 inclusive of all allowances for internationally recruited staff, and \$66,751.81 inclusive of all allowances for locally recruited staff.

6. Gender Mainstreaming:

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

HOW TO APPLY:

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

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Contract Type

Short Term

Employment Fraction

Full-time

Branch

Headquarters