



External Publication of Job Posting

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Job Posting Title

SENIOR POLICY OFFICER - RESOURCE MOBILISATION

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14.08.2018

End Date

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10000487 / 03

Job Title

SENIOR POLICY OFFICER - RESOURCE MOBILISATION

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 implementation of its organization structure and the filling of regular and short-term vacant posts.

The African Union Commission hereby invites applicants who are citizens of Member States for the regular post of Senior Policy Officer, Resource Mobilization within its Strategic Policy Planning, Monitoring and Evaluation and Resource Mobilization Directorate.

Department

2. Post:

Job Title : Senior Policy Officer, Resource Mobilization
Grade : P3
Number of posts : 1 (One)
Department : Directorate of Strategic Policy Planning, Monitoring and Evaluation and Resource Mobilization
Supervisor : Head of Division
Duty Station : Addis Ababa, Ethiopia

Tasks

3. Main duties and responsibilities:

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

- Assist the Division Head and the Commission in implementing strategies, policy guidelines and institutional mechanisms on resource mobilization
- Promote an integrated and coordinated programming of development assistance into approved priorities as reflected in AU Strategic Plan (MTP) and related implementation plans,
- Assist in implementation of the AUC & Domestic Resource Mobilisation strategies,
- Facilitate regular dialogue between the AU Commission and International Partners at different levels (political, policy, technical),
- Enhance coordination between the AU Commission and International Partners in the implementation of the AU Strategic Plan in order to achieve greater development impact and continental integration,
- Ensure that interventions and support programmes by International Partners are in line with AU approved priorities and budget.
- Contribute to the effectiveness of the resource mobilization management systems in a transparent and accountable manner,
- Develop and maintain a database on development assistance to the AU including a donor matrix that maps out resource flows by priority Axis and Activity Line and establish an analysis and reporting system for Donor funded projects and programmes.
- Coordinate official submission and approval processes to management and International Partners including negotiating financing arrangements and agreements and other related issues in close consultation with relevant Departments/Directorates.
- Develop, implement and monitor a work-plan (activities, result approaches and budget) for resource mobilization activities,
- Develop funding proposals for submission to Donors/Partners after consultation with the Head of Division and relevant Departments/Directorates,
- Continuously scan the internal and external environment with a view to identifying new, predictable and sustainable sources of funding,
- Plan and organize as appropriate, Donor/Round Table Conferences in close consultation with relevant Departments/Directorates.
- Search databases, share information, advise and brief staff on resource mobilization opportunities, trends, policies and activities,
- Closely collaborate with the Finance Directorate of the Commission to ensure the collection and dissemination of information on estimated resource requirements, income, and contributions from member States and international partners,
- Collect and compile the receipt and use of the fund according to the requirement of the Commission and the respective Donor.
- Perform any other duties as required by head of the Division.

Requirements

4. Qualification and work experience required:

Candidates need to have a Master's Degree in Economics or related field and seven years of relevant work experience, out of which three should be at a supervisory level
OR

A Bachelor Degree in Economics or related field, with ten years relevant work experience out of which five years

need to be at a supervisory level.

5. Other skills and competencies

- Proven capacity to contribute to, understand and implement of resource mobilization strategies, methodologies and techniques
- Excellent capacity to liaise, negotiate and communicate with international partners
- Excellent analytical, problem solving and strategic thinking skills.
- Advanced knowledge of planning, monitoring and evaluation methodologies;
- Ability to synthesize and help stakeholders identify strategic priorities in complex work programmes;
- Ability to manage effectively multi-stakeholder planning processes.
- Excellent leadership skills. Proven ability to communicate effectively both orally and in writing.
- Solid management skills and good team spirit;
- Very good computer skills so as to give a relative autonomy in the preparation of work.

6. Language Requirement

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

7. Tenure of appointment:

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

8. Gender Mainstreaming

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

9. Least Represented Countries

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.

10. Remuneration

Indicative basic salary of US\$ 37,453.00 (P3 Step1) 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

11. How to Apply

All applications must reach the African Union Commission not later than 16 September 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

Headquarters