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Job Posting Title

Program Manager

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03.09.2018

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03.10.2018

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BCP201809033

Job Title

Program Manager

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 organization structure and the filling of regular and short-term vacant posts. The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Program Manager within the Silencing the Guns by 2020 Campaign Team of the African Union Commission.

The 4th aspiration of Agenda 2063, which is the African Union's strategic framework for socio-economic transformation of the continent over the next five decades, highlights the need for dialogue-centered conflict prevention, as well as the management and resolution of existing conflicts, with a view to silencing the guns in our Continent by the Year 2020. In its First Ten Years Implementation Plan, Agenda 2063 stresses the imperative of ending all wars, civil conflicts, gender-based violence and violent conflicts and prevent genocide, as part of Africa's collective efforts to silence the guns in the continent by the year 2020.

It is against this background, that the Peace and Security Council (PSC), convened a Retreat, from 7 to 9 November 2016, in Lusaka, Zambia and developed an AU Master Roadmap of Practical Steps to Silence the Guns by 2020 (AUMR), which was endorsed by the Assembly at its 28th ordinary Session held on 30-31 January 2017, in Addis Ababa, Ethiopia.

The PSC submitted its inaugural report on the status of its implementation of the AUMR to the 29th ordinary session of the Assembly held on 3 to 4 July 2017.

The report provides an overview of the steps taken and the progress made, as well as analysis of constraining factors and the challenges at hand, in the implementation of the AUMR. In a fundamental sense, it concluded

that it is political will at the highest level, as well as sustained commitment and concrete political action that can ultimately render implementation of the AUMR most effective.

It is in this context that the Chairperson of the Commission appointed the High Representative for Silencing the Guns in Africa by 2020. The High Representative's mandate principally relates to the reinforcement of the political and institutional capacities of the Commission in the view to enhancing its effectiveness in creating the conditions necessary for the realization of a conflict free Africa by 2020, including by adding momentum to the efforts of the AU and strengthening the action of the Commission. He also works towards further reinforcing the coordination with the RECs and operational cooperation with the United Nations and other international partners. Within this framework, he provides political support to peace processes on the continent, leads an awareness raising and sensitization campaign, "the Silencing the Guns by 2020 Campaign" and mobilizes actors and stakeholder's contribution to advance peace efforts on the Continent, including through the implementation of the AUMR.

To assist the High Representative in the execution of his mandate, the Commission is putting together a team, to be led by an Operations Manager, within the Bureau of the Chairperson of the Commission. As such the Operations manager, will report to the High Representative, through the Chief of Staff/Chief Advisor of the Chairperson and will work in close cooperation and harmony with relevant Departments in the Commission, in particular with the Department of Peace and Security and the Department of political Affairs.

Department

Job Title:	Program Manager
Grade:	P4
Department:	Bureau of the Chairperson
Supervisor:	Operations Manager for Silencing the Guns in Africa by 2020
Duty Station:	Addis Ababa
Number of Positions:	1

Tasks

Within delegated authority, the Programme Manager will be responsible for the following duties:

- Develops, implements and evaluates assigned programmes/projects; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Performs consulting assignments, in collaboration with the client, plans and facilitates workshops through interactive tools and assists in developing action plans that the client will use to manage the changes.
- Researches, analyzes and presents information gathered from diverse sources.
- Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies,
- Generates survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identify problems/issues and prepares conclusions.
- Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).

Requirements

1. Qualification and work experience required:

The incumbent should have a Masters Degree in Business Administration, Management Economics or a related field with 7 years relevant work experience at expert/specialist level

OR

A University Bachelor Degree in Business Administration, Management, Economics or a related field, with 12 years of relevant work experience with 7 years at expert/specialist level.

The candidate, whatever his/her level of qualification, must have a progressively acquired experience in the field of project or programme management or administration.

2. Other relevant skills:

The Programme Manager should:

- Demonstrate knowledge and understanding of theories, concepts and approaches relevant to Peace and Security, Disarmament and promotion of peace;
- Demonstrate timely delivery of outputs in accordance with overall objectives and policies.
- Play a lead role in identifying significant issues and develop well-reasoned, innovative approaches to deal with these issues.
- S/he should serve as an effective spokesperson internally and externally and forms strong partnerships with relevant parties, and have the ability to take initiative, and be a team player.
- S/he must be computer literate and versed with the use of Power Point, MS Excel and MS Word.
- S/he must have excellent writing, negotiating, analytical and communication skills.

3. Language requirement:

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

4. 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.

5. Gender Mainstreaming

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

6. Remuneration

The salary attached to the position is a fixed annual lump sum of US\$ 110,951.49 (P4 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 92,867.97 inclusive of all allowances for locally recruited staff.

7. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 3rd October 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

Fixed Term Contract

Employment Fraction

Full-time

Branch

Headquarters