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Job Posting Title

Junior Programme Officer

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BDCP201809043

Job Title

Junior Programme Officer

Organization

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 stakeholders 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 in the process of putting together a Campaign team, to be led by the Operations Manager of the Silencing the Guns program, within the Bureau of the Chairperson of the Commission. While the said team is being established, there is need for Junior Program Officer to support the implementation of the ongoing activities of the Campaign.

Department

Job Title: Junior Programme Officer
Grade: P1
Department: Bureau of the Chairperson
Supervisor: Operations Manager, High Representative for Silencing the Guns
Duty Station: Addis Ababa
Number of Positions: 1

Tasks

The Junior Program Officer will be responsible for providing professional program support in general project implementation and management, preparation of various reports and documents, compilation of statistical information and day-to-day liaison with internal and external counterparts. S/he will provide comprehensive support to the project operations manager, including drafting internal and external correspondence, taking of minutes, taking the lead in the logistical support to the project and related tasks. The Junior Program Officer carries out his/her functions under the direct supervision of the Program Operations Manager. Specifically, the incumbent will:

- Takes lead, plans and implements work plans for logistical organization of meetings, workshops and other engagements;
- Assist in preparation and implementation of detailed work plans, including clearly defined indicators and timelines; compiles and documents work plan and project activities implementation documents;
- Be responsible for day-to-day project correspondence, information sharing and filing of project agreements/documents ensuring that appropriate follow-up actions are taken.
- Prepare and submit customized PowerPoint presentations and concept notes for various events when required.
- Prepare and submit reports when required, clearly detailing the program status.
- Collect and analyzes data, prepare and update briefs, records and other documents on program implementation. Provide inputs for publication materials and collect information related to the Program; edits and prepares final draft for printing and display in communication with the responsible departments and functions (Communication, DCMP/Printing etc.).
- Ensure that all administrative operations are properly carried out according to the requirements of the program.
- Monitors status of expenditures and allotments, records variations, updates budget tables.
- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Involves in and contributes to the preparation of budget performance submissions.
- Perform other duties as determined by the Program Operations Manager.

Requirements

1. Qualification and work experience required:

A minimum of a Bachelor degree in public or business administration or other related area with at least 1-2 years of program management assistance experience, of which preferably in providing assistance in project planning, coordination and implementation.

2. Other relevant skills:

- Professionalism - Knowledge of the African Union Commission systems. Demonstrated ability to manage processes and maintain accurate records.
- Ability to work independently and to maintain flexibility in working hours.
- Planning and Organising – Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet deadlines.
- Teamwork – Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with counterparts.
- Communication – Excellent ability to write in a clear and concise manner and to communicate effectively orally
- Very good understanding of program and budget preparation and implementation.
- Computer literacy (Microsoft Office suite specially MS Excel, PowerPoint, designing software (preferable), Internet) is essential; Familiarity with AU Regulations and Rules is regarded as an asset.

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\$ 75,024.13 (P1 Step 5) inclusive of all allowances for internationally recruited staff and US\$ 56,563.87 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 5th 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