



External Publication of Job Posting

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Job Posting Title

LEGAL OFFICER, ADMINISTRATIVE AND GENERAL LEGAL ISSUES

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13.12.2018

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10000524 - 03

Job Title

LEGAL OFFICER, ADMINISTRATIVE AND GENERAL LEGAL ISSUES

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 organization structure and the filling of regular vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Legal Officer (Administrative and General Legal Issues) in the Office of the Legal Counsel of the African Union Commission.

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.

Department

2. Post

Title: Legal Officer, Administrative and General Legal Issues

Grade: P2

Number of posts: 1 (One)
Supervisor: Senior Legal Officer (Institutional and General Legal Affairs)
Duty Station: Addis Ababa

Project

3. Job purpose:

- To provide legal advice to all Departments, Directorates and Units of the Commission as well as AU policy organs in order to ensure legality in decision making and compliance with the legal instruments of the AU, with particular emphasis on administrative and human resource issues;
- To provide legal advice to AU Policy Organs and other organs regarding the interpretation of the Constitutive Act of the African Union, the Treaty establishing the African Economic Community (Abuja Treaty), other Treaties and Conventions, Staff Rules and Regulations, Financial Rules and Regulations and other administrative or institutional issues;

Tasks

Main duties and responsibilities:

Under the supervision of the Senior Legal Officer:

- a. Follow-up on matters being handled by specified administrative committees such as the Joint Administrative Committee (JAC); Joint Disciplinary Board; Appointment, Promotion and Recruitment Board (APROB); Tender Board; Board of Survey and other ad-hoc task forces and committees;
- b. Draft or assist in the drafting of administrative contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services;
- c. Assist with the work of the Ad-hoc Administrative Tribunal;
- d. Prepare legal advice to all the Policy Organs of the AU on the interpretation of legal texts relating to administrative and institutional matters;
- e. Prepare reports for submission to the Policy Organs of the Union;
- f. Participate in meetings of a legal nature on behalf of the Office of the Legal Counsel; and
- g. Perform any other work as may be assigned by supervisors.

Requirements

4. Required qualification and experience:

- The minimum qualification for this post is a Graduate Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law, etc with a minimum of three to four (3-4) years relevant work experience OR a Post Graduate Diploma in similar fields with a minimum of 5 years relevant work experience. A Post Graduate or Masters degree (LLM or PhD) in the above fields will be an added and preferred advantage.
- Candidates must possess a minimum of the above mentioned years' experience with respect to their qualification level, in legal positions (involving negotiation and arbitration) in International organizations such as the UN, Regional organizations or similar organizations and institutions.
- Should have leadership and organizational abilities, capacity to work under pressure in a multicultural environment, computer literate; excellent knowledge of the workings of international organizations and proven negotiation and arbitration skills.
- An advanced knowledge in Public International Law and Law of International Organizations with special

emphasis on Law of the Sea and Maritime Law will be an added advantage.

6. OTHER RELEVANT SKILLS:

- Excellent and demonstrated experience in understanding and interpreting rules and regulations related to administrative matters, provide legal input and opinion in a very structured manner and ensuring compliance
- Leadership and management experience;
- Excellent drafting and reporting skills;
- Demonstrated capacity to ensure compliance at all levels
- Computer literacy;
- Analytical skills;
- Good communication and negotiating skills;
- Good planning and organizational skills;
- Capacity to work under pressure in a multicultural environment;
- Excellent knowledge of the workings of international organizations.

7. Language requirement:

The African Union working languages are Arabic, English, French and Portuguese. For this position, fluency in English or French (both oral and written) is required. Advanced knowledge (both oral and written) in the second language is highly desirable. Knowledge of Arabic or Portuguese would be an added advantage.

8. Tenure of Appointment:

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

9. Gender Mainstreaming:

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

10. Remuneration:

Indicative basic salary of US\$ 31,073.00 (P2 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.

How to Apply

All applications must reach the African Union Commission not later than 14th January 2019 . 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