



External Publication of Job Posting

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Job Posting Title

DIRECTOR, ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DEPARTMENT

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10000765 (03)

Job Title

DIRECTOR, ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DEPARTMENT

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 this objective, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of its organizational structure and the filling of all vacant posts by African Nationals from its Member States.

The Commission of the African Union invites applicants who are citizens of Member States for the post of Director of Administration and Human Resources Management.

Department

1. Post:

Job title: DIRECTOR, ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DEPARTMENT

Grade: D1

Supervisor: DEPUTY CHAIRPERSON

Directorate: ADMINISTRATION AND HUMAN RESOURCES MANAGEMENT DEPARTMENT

Duty Station: Addis Ababa, Ethiopia

Project

2. Job purpose:

Reporting to the Deputy Chairperson, the Director of Administration and Human Resources Management is the

principal adviser to the Chairperson and the Deputy Chairperson and other members of senior management and staff, on Administration and Human Resources matters. The role supports the work of the Commission by leading the development and implementation of effective, responsive and efficient administrative and human resource strategies, policies and management systems that are aligned to organisational needs and best practice.

The Director is a member of the Senior Management Group, in the capacity of a strategic institutional partner, policy advisor, employee advocate and a supporter of change management and performance improvement. The Director will participate in Policy Organs, the Commission and other governing bodies as required. She/ he has direct responsibility for Human Resources, Facilities Management, Security and Safety, Procurement and Stores, Management Information Services and general administration functions of the Commission.

In the area of Human Resources, the Director is responsible for overseeing Human Resources planning (including, recruitment and selection, learning and development, and exit management), performance management, reward management, and employee relations. The Director promotes a responsive work environment in which employee engagement, growth, development and productivity is optimized through appropriate organizational culture, people philosophy and values, diversity management, equal opportunities, terms and conditions of service, consistent policy interpretation and application, staff management/relations, team work and regular Human Resources administrative reviews to ensure continuing responsiveness of the AUC's Human Resources management practices to the dynamism of the AUC's operating environment and changing mandates.

The Director oversees Human Resources management for the AUC Headquarters, regional offices in Africa, Representational offices in Europe and the Americas, as well as the process for the engagement of consultants and experts.

In order to strengthen in-house capacity, the Director will be expected in particular to play a collaborative and strategic role in the review, development and delivery of an overarching Human Resources management strategy. This includes the development and delivery of improved performance and reward management policies; an enhanced contribution on the Human Resource aspects of organisational design and strategic planning; and, enhanced input to change management. The Director will also be expected to make substantive contributions, as well as leading others in the development, implementation and review of policies that reflect best contemporary international practice.

In Administration, the Director will provide seasoned, effective specialized advice in a broad range of logistical, procurement, safety and security, IT, and broad office administration services. In this regard, she/ he must have a track record of accountability by delivering high-quality results; Strong managerial/leadership skills; recognized as having successfully managed large teams in specialized areas; demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex financial, logistical or administrative management policy and program issues; proven record of building and managing teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and identify training/skills enhancement initiatives to ensure effective transfer of knowledge/skills; ability to manage performance by establishing priorities and plans, good judgment and decision-making skills; demonstrated ability and committed to provide leadership and take responsibility for incorporating diversity and gender perspective goals including that of achieving gender balance in staffing.

The Director is accountable for leading a team of professionals and administrative support staff, and for the effective management of the Department.

The Director works in close partnership with fellow Directors and other senior management officials in order to support the achievement of the Commission's wider goals.

The Director will have a strong leadership and management role to ensure that the Directorate delivers

consistently at an increasing performance level.

Tasks

SPECIFIC DELIVERABLES

1. HUMAN RESOURCES - KEY ACCOUNTABILITIES

- Act as the Human Resources advisor and strategic partner to the Deputy Chairperson and Directors, with a view to provide strategic, technical and tactical advice on Human Resources matters as an important aspect of overall management of the Commission's activities and operations;
- Design, implement and continually review an overarching Human Resources management strategy, aligned with the Commission's Vision and Strategic Plan and ensure that the roles of individual employees are aligned accordingly;
- Develop a comprehensive Human Resource planning system aligned with the program planning and budgeting cycles, and oversee the provision of support to other Departments' Human Resource planning, resourcing and deployment;
- Monitor, revise, and lead in institutionalising Human Resources regulations and rules, philosophy, values, policies, and practices that embrace and drive the Commission's core values and objectives;
- Review, develop and deliver human resource policies that reflect best contemporary international practice. Develop and lead implementation of qualitatively enhanced performance measurement and management systems, including initiating policies to strengthen performance management, training, and reward management;
- Conduct Human Resource risks analysis and make recommendations to senior management;
- Lead and deliver a continuous successful change management process that responds to changing delivery expectations on the Commission;
- Manage relations with the Staff Association and promote good employee relations through dialogue, consultation and continuous staff engagement on Human Resources issues;
- Direct and manage Human Resources services, and ensure their timely provision and quality;
- Co-ordinate diagnostic surveys, Human Resource audits, stakeholder and employee surveys as needed in order to monitor and evaluate organisational culture and climate;
- Oversee and participate in recruitment of staff consistent with the diversity of the Commission membership and operational needs and priorities;
- Monitor, manage and explore ways of reducing the cost of recruitment policies, practices and procedures and identify areas for specific improvement;
- In collaboration with the Office of Legal Counsel, ensure that Human Resources policies and management is consistent with international administrative law requirements;
- Represent the Commission externally including managing relations with partners, external Human Resource service providers, etc.;
- Provide guidance, effective performance management and evaluation, supervision and mentoring of all staff in the Directorate, supporting the professional and personal development of staff, motivation and engagement at all times;
- Supervise HR line management responsibilities performed under the direct supervision of the Head of HR.

2. ADMINISTRATION SERVICES - KEY ACCOUNTABILITIES

As a member of the Senior Management Team, the Director supports the Commission's mission by working closely with the Deputy Chairperson in providing effective, efficient and economical administrative services. The post holder will be expected to:

- Provide strategic advice to the Deputy Chairperson that contributes to the development of Commission's policy direction, plans, programmes and resource allocation;
- Provide vision and professional leadership for the Directorate's work, continuously seeking to achieve improvements in quality and value for money;

- Ensure AUC and support organs strictly comply with the requirements of the African Union Procurement Manual;
- Establish and continually review the Commission's policies, procedures, practices, standards and tools that deliver services effectively, including on supply chain management, security of the Commission, etc.;
- Manage and ensure that the common service areas effectively support AUC objectives; harness the Directorate's resources to deliver to time, budget and quality;
- Formulate appropriate solutions to incorporate ICT and administrative service matters;
- Ensure that the Commission uses ICT appropriately to provide streamlined cost effective business processes and financial information systems;
- Prepare and present timely and effective management reports and statutory reports to the Leadership, Management, and other governing bodies;
- Oversee the preparation and management of the annual budget of the Directorate and its execution while ensuring compliance with established Rules, Regulations, Procedures as well as AUC decisions;
- Provide leadership in the development and application of appropriate Safety & Security policies;
- Within delegated authority, liaise, negotiate and coordinate with national authorities and /or member governments with respect to administrative and logistical matters to enhance understanding and endorsement of the Commission's corporate service policies and objectives;
- Supervise Administrative line managers responsible for the various segments of the Directorate.

Requirements

COMPETENCIES:

CORE Competence

Building Relationships

- Builds and maintains effective working relationships with others- both internal and outside the organization. Takes a positive and productive approach to resolving any conflicts which may arise. Exemplifies commitment to the AU values.

Responsibility

- Sets high standards of performance for self and others. Assumes responsibility and accountability for successfully completing assignments or tasks; self-imposes standards of excellence rather than having standards imposed; demonstrates attention to producing a high quality service; constantly looks for opportunities to improve work processes and results; accomplishes tasks by considering all areas involved; consistently shows concern for all aspects of the job; accurately checks processes and tasks.

Learning Orientation

- Values the importance of ongoing learning, and actively seeks out development opportunities and feedback to continually improve professionally and further improve job knowledge.

Communicating with impact

- Able to express ideas in a clear, concise, and effective manner, whether speaking or in writing. Uses correct grammar and sentence structure in communications. Asks incisive questions and is a good listener, even when differing viewpoints are expressed. Openly shares information and keeps all relevant parties updated.

FUNCTIONAL Competence

Conceptual Thinking and Problem Solving

- Applies rigorous critical reasoning to key issues to make smart decisions reflecting good judgment.

Job Knowledge

- Demonstrates the professional, administrative, supervisory, and/or technical knowledge required to perform the job successfully. Serves as a reliable resource for employees and other stakeholders regarding areas of expertise.

Drive for Results

- Seeks to attain superior results, demonstrating a capacity for sustained effort and persistence in the face of difficulties. Assignments/projects are consistently completed in a timely manner with the desired level of quality and quantity. Follows up on the outcome of work efforts to ensure desired results. Builds trust through integrity, transparency and creating an open and positive environment.

Innovative and taking initiative

- Encourages and models outside-the-box thinking and innovative problem solving. Identifies and drives continuous improvement initiatives that create value.

LEADERSHIP Competence

Strategic Perspective

- Develops a vision for the future of the organisation by taking a long term view, thinking on a broad canvas and anticipating macro trends. Articulates the end results needed and allows people to exercise initiative and discretion without micromanaging.

Developing Others

- Supports the sustainability of the organisation by actively promoting the development of people as a key priority. Ability to work with an individual or group to set objectives and agenda, generate allegiance to those objectives, and guide and motivate their achievement. Works with employees to establish Personal Development Plans and provides accurate, timely feedback including during performance reviews periods. Enforces standards/rules fairly and consistently and leads with courage.

Driving Change

- Champions and drives change initiatives. Consults relevant parties when necessary and identifies the key concerns and/or issues that need to be addressed in order to realize change readiness. Responds in a positive and flexible manner to change and uncertainty

Managing Risk

- Ensures sound corporate governance and effective risk management to protect the organisation and its brand and to encourage entrepreneurial practices within acceptable risk levels. Able to analyze situations fully and accurately and to reach productive decisions.

3. QUALIFICATIONS

1. Education: At least a Master's university degree in public administration, Human Resources management, business management, or a related area.

2. Experience: Over 15 years of relevant experience in the management of a large administration or HR department with at least 7 years at senior management level with wide powers to develop programmes, prepare plans and budget, manage human and financial resources and take decisions.

3. Language requirement :

Proficiency in one of the African Union working languages. Proficiency of one or several other working language (s) would be an added value

4. Tenure of Appointment:

The appointment will be made on a fixed term contract for a 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.

6. Gender Mainstreaming:

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

12. Least Representative Countries

Candidates from the following least represented countries within the AU 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.

7. Remuneration: Indicative basic salary of US \$78,138.00 (D1 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance (\$26,208.00 per annum), education allowance (75% 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.

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 1 April 2019.

1. Attach detailed and updated curriculum vitae/resume including three (3) referees with good knowledge of candidate's work, please, provide referees' contact details – telephone and e-mail addresses.
2. Copy of valid passport.
3. Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).
4. Please be aware that only complete applications will be considered.
5. Please note that only shortlisted candidates will be contacted

Directorate of Administration and Human Resource Management
African Union Commission

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters