



External Publication of Job Posting

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Job Posting Title

HEAD OF TRANSPORT AND TOURISM DIVISION

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09.04.2019

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Job Title

HEAD OF TRANSPORT AND TOURISM DIVISION

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 to apply for the post of Head of Transport and Tourism Division within the Department of Infrastructure and Energy in Addis Ababa, Ethiopia

Department

1. Post:

Job Title: Head of Division Transport and Tourism

Grade: P5

Supervisor: Director of Infrastructure and Energy

Department: Infrastructure and Energy

Duty Station: Addis, Ababa, Ethiopia

Number of Position: 1

Project

2. Job purpose:

To facilitate the formulation and implementation of policies, strategies, and programmes in the areas of transport and tourism entailing development of quality infrastructure and efficient services in order to assist Member States of the African Union in their efforts to promote the development and modernisation of those sectors with a view to achieving harmonious and integrated development of the continental transport and tourism networks and services.

Tasks

3. Main Duties and Responsibilities:

- i) Supervising and guiding the work of professional staff (Senior Policy Officers/Policy officers, short-term experts and consultants) working on transport and tourism matters;
- ii) Coordinating the formulation and implementation of policies covering all aspects of intra-African and international cooperation in the transport and tourism sectors within the context of decisions of the Assembly of Heads of State and Government and the Executive Council;
- iii) Initiating and coordinating the work of the specialised technical committees and sub-committees on transport and tourism sectors;
- iv) Undertaking monitoring, supervision and evaluation of projects in the transport and tourism sectors;
- v) Establishing working relations with the RECs and other regional and international organisations in the transport and tourism industries;
- vi) Coordinating and facilitating studies and research on the improvement of transport and tourism infrastructure and services;
- vii) Coordinating the organisation and servicing of workshops, seminars and meetings of Member States on sectorial matters;
- viii) Coordinating the monitoring and preparation of periodic reports on developments in the transport and tourism sectors; and
- ix) Coordinating the preparation and management of the programme budget for the transport and tourism sectors.

4. Measures of Performance:

- i) Quantity and quality of policy and programme documents on transport and tourism issues produced and submitted to the policy organs of the AU;
- ii) Quantity and quality of sector technical material (study reports, technical papers, information and data monographs, etc.) produced;
- iii) Quality of organisation and output of conferences, workshops and seminars;
- iv) Extent of adoption and implementation of the Union policies and strategies in transport and tourism in the continent;
- v) Degree of collaboration with regional and international organisations working in the fields of transport and tourism.

Requirements

5. Qualification & Work Experience required:

A University Master's Degree in economics, engineering, or business management in the fields of transport or tourism, with twelve (12) years of relevant progressive work experience of which seven (7) years should have

been at managerial level.

OR a University Bachelor Degree in economics, engineering, or business management in the fields of transport or tourism with a minimum of fifteen (15) years of relevant progressive work experience of which five (5) years should have been at managerial level.

i) Skills

- Leadership, management and organisational skills;
- Team building
- Demonstrated capacity to ensure compliance at all levels;
- Good communication and negotiating skills;
- Ability to work in a multicultural environment;
- Excellent knowledge of workings of international organisations;
- Creativity, initiative and ability to work with minimum supervision;
- Excellent drafting and reporting skills;
- Good IT skills and competence in the use of standard software tools (Excel, Word, Power Point, etc.).

6. Personal abilities

Excellent training and group facilitation skills, with due regard for cultural and gender issues;

7. Language Requirement:

Applicants must be proficient in English or French. Advanced Knowledge of one more or several other working languages would be an added advantage.

8. Tenure of Appointment

The Appointment will be made on a regular term contract, in the first instance on a fixed-term contract for a period of three (3) years, the first twelve (12) months of which shall be considered probationary period and thereafter for renewable periods every two years subject to good performance and deliverables.

9. Gender Mainstreaming:

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

10. Least Represented 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. Candidates from the following least represented countries are encouraged to apply:

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11. Remuneration:

Indicative basic salary of US\$ 50,746 (P5 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 26,208.00 per annum and 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 and \$3,300 per child per annum for locally recruited staff of the Commission.

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.

The applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 13 May 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
4. More than 5 Documents in PDF Format, and not exceeding 1 MB).
5. Please be aware that only complete applications will be considered.
6. Please note that only shortlisted candidates will be contacted

Directorate of Administration and Human Resource Management
African Union Commission
Addis Ababa (Ethiopia)

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

Headquarters