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Job Title

RECTOR PAu

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.

The Pan African University (PAU) is a continental academic and research institution created by the African Union, that is based on the following guiding principles: academic freedom, autonomy, accountability, quality assurance, strengthening existing African institutions at the graduate and post-graduate levels to enable them to serve the whole continent, excellence and international partnerships in academic and research activities, gender parity and equality at all levels and in all university functions.

In order to contribute to the emergence and strengthening of an African higher education and research platform, the PAU consists of five (5) thematic Institutes hosted by existing institutions located in the five geographic regions of the African Union, namely:

- i. Life and Earth Sciences (including Health and Agriculture) located at University of Ibadan in Nigeria for Western Africa
- ii. Basic Sciences, Technology and Innovation located at Jomo Kenyatta University of Agriculture and Technology (JKUAT) in Kenya for Eastern Africa
- iii. Governance, Humanities and Social Sciences located at University of Yaoundé II in Cameroon for Central Africa
- iv. Water and Energy Sciences (including climate change) located at University of Tlemcen in Algeria for North Africa, and
- v. Space Sciences located at University of Cape Town in South Africa for Southern Africa.

The PAU also aims at the promotion of African integration through the mobility of students, academic and administrative staff, collaborative research linked to the challenges faced by African countries, the institution of

an appropriate framework to enable the African Diaspora to contribute towards the development of higher education and research in Africa, promotion of inter-disciplinary and multidisciplinary research programmes linked to policy making processes, promotion of productive linkages with the industrial sector for innovation and dissemination of new knowledge, full use of Information and Communication Technologies for pedagogy, research and management. The PAU takes into account the basic principles of the United Nations Charter and the Universal Declaration of Human Rights.

In seeking to achieve the PAU mandate and objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of new organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Rector within Pan African University Institutes (PAU) in Yaoundé, Cameroun.

Department

1. Post:

Post title: RECTOR
Post level: D1
Department: Human Resources, Science and Technology
Supervisor: Commissioner HRST
Duty Station: Yaoundé, Cameroun
Number of Position: 1

Tasks

2. Major Duties and Responsibilities:

Job Objectives

This is the position of the Chief Executive and chief academic Officer of the Pan African University's Management structure and shall exercise general superintendence and control over the university. The holder of this position will be responsible for formulating and implementing appropriate operating policies and decisions related to the establishment of the PAU, and in accordance with the PAU strategic plan. He /she shall be responsible for implementing innovative programs and adopt new cutting-edge technologies for the University, to make it globally competitive. He/she shall be responsible for developing and maintaining mutually beneficial relationships with, educational, research, governmental, business, industrial, professional, social, civil society and cultural institutions regionally and internationally. The PAU Rector will be supported in his/her functions by Vice Rector (Research, Development and Cooperation) and other staff.

Specific deliverables

- i. Representing the University in all forums as its Chief Executive;
- ii. Facilitate the signing of MOUs with Host Universities, Host Countries, and Lead Thematic Partners and African Union Commission;
- iii. Concluding agreements, contracts or other arrangements between the PAU and other competent bodies for pedagogic, research, management and funding purposes with the approval of the PAU Council;
- iv. Coordinate the development of a corporate plan for the operationalization of the PAU and ensure it is translated into appropriate, and realistic goals and objectives that are delivered harmoniously and successfully;
- v. Prepare and present the PAU annual activity report to the PAU council;
- vi. Ensure the implementation of the decisions of the African Union Summit of Heads of State and Government with regard to PAU;
- vii. Facilitate the required co-ordination between Directors of PAU Institutes and Coordinators of

Programme Departments and Centers;

- viii. Coordinate the selection of the PAU Satellites centers;
- ix. Liaison with the African Union Commission, Vice chancellors of Host Institutions, and Lead Thematic Partners;
- x. Managing the personnel of the PAU;
- xi. Coordinate the establishment of Rectorate and recruitment of Rectorate staff;
- xii. Coordinate the student recruitment process, award of scholarships, and smooth relocation to respective Institutes;
- xiii. Ensure the recruitment of academic staff for PAU Institutes;
- xiv. Provide oversight for all PAU academic programs;
- xv. Ensuring the implementation and the periodic monitoring of the PAU's multi-annual strategic development plan as approved by the PAU Council
- xvi. Performing all other functions as are necessary for the proper administration, smooth operation and development of the PAU.

3. Required Skills and Competencies

Professional Skills

- Highly conversant in the cultures and changing landscapes of higher education internationally;
- Working knowledge of policy analysis and development and programme/project management, implementation and monitoring;
- Strong background of research and publications, a prominent profile in the relevant academic community and a proven record of effective leadership and management experience at a senior level in an academic/research institution;
- Successful track record of fund-raising for international projects.

Leadership

- Uses strong managerial and supervisory skills to achieve documented objectives;
- Engages in effective delegation and follow up to ensure results;
- Uses tact and political savvy in negotiating;
- Makes informed decisions and communicates decisions effectively;
- Demonstrates flexibility and willingness to collaborate with others to achieve outcomes;
- Utilizes strong analytical and problem solving skills.

Respect for Diversity

- Works effectively with people from various backgrounds;
- Treats all people with dignity and respect. Treats men and women equally;
- Shows respect and understanding of diverse points of view and demonstrates it in decision-making;
- Examines own biases and behaviors to avoid stereotypical responses and does not discriminate against any individual or group;
- Creates an environment where respect for diversity is embedded in behaviors, systems and processes;
- Performs and relates effectively across organizational boundaries in a diverse multi-national and multicultural setting.

Working with Others

- Collaborates effectively with top level stakeholders i.e. the Commission and Senior Management Group. Able to persuade, guide and advise top level stakeholders;
- Able to effectively collaborate with stakeholders and partners;
- Leads discussions and negotiations on behalf of the Commission on human resources issues;
- Creates a culture where knowledge sharing and effective collaboration is encouraged;
- Creates conducive environment for Students and teachers.

Vision and Strategic Thinking

- Identifies key strategic issues, opportunities and risks;

- Clearly communicates links between the organization's strategy and the Directorate's goals;
- Establishes/identifies and communicates broad and compelling organizational direction;
- Identifies clients' needs and appropriate solutions;
- Establishes and maintains productive partnerships.

Communication

- Communicates orally with strong interpersonal skills;
- Expresses ideas and formulates plans by means of clear and effective writing and oral presentations;
- Drafts conceptual and detailed reports/papers and reviews/edits the work of others;
- Prepares rationale with respect to key financial and administrative decisions;
- Negotiates effectively.

Teamwork

- Leads and gains the assistance and cooperation of others in a team endeavor;
- Builds trust through integrity, transparency and creating an open and positive environment;
- Fosters harmonious and effective teamwork in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Technology awareness

- Keeps abreast of available technology and understands its applicability to the work of the Organization;
- Actively seeks, identifies and applies appropriate technology to improve programme delivery.

Performance management

- Delegates the appropriate responsibility, accountability and decision-making authority;
- Establishes clear roles and reporting lines for staff;
- Monitors progress against establish milestones;
- Discuss performance and provide feedback and appraise performance fairly.

Requirements

1. Qualifications and Work Experience required

PhD and a full professor of a recognized University, with ten (10) years of experience in one of the thematic fields of the PAU of which eight (8) years should have been at a senior academic management position in a recognized university;

Having held the administrative positions of vice Chancellor, Deputy Vice Chancellor, Registrar, or Dean within a university will be an added advantage.

Have at least two years of work experience in continental or international organizations

Have recognition from peers (be a recipient of at least one award from national/continental/ body or professional association or research/development organization) for outstanding academic leadership or research/development contribution

2. Language Requirement:

Proficiency in at least one of the African Union working languages (English, French, Arabic, Portuguese); knowledge of other working languages would be an added advantage.

3. Tenure of Appointment:

The appointment will be made on a regular term contract for a period of three (3) years, of which the first twelve

months will be considered a probationary period. Thereafter the contract shall be renewable every two years subject to good performance and deliverables.

4. Gender Mainstreaming:

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

5. Least Representative Countries

Candidates from the following least represented countries are encouraged to apply: Algeria, Angola, Cape Verde, Central African Rep., Comoros, Congo (DRC), Egypt, Equatorial Guinea, Eritrea, Eswatini, Ghana, Guinea, Libya, Madagascar, Mali, Morocco, Namibia, Saharawi Arab D.R., Sao Tome and Principe, Seychelles, Somalia, South Africa and South Sudan.

6. Remuneration:

Indicative basic salary of US\$ 78,138.00 (PD Step 1) per annum plus other related entitlements e.g. Post adjustment 48% of basic salary, Housing allowance \$ 21,832.68 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), for internationally recruited staff and a maximum of \$3,300 per child per annum for locally recruited staff.

How to apply

Applications must be made through the AUC E-recruitment Website

<http://www.aucareers.org> no later than 4 November 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

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

Contract Type

Regular (Long Duration)

Employment Fraction

Full-time

Branch

PAU Yaoundé, Cameroon