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Job Posting Title

VICE RECTOR (PAU)

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Job Title

VICE 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 human resources on filling in all its vacant posts. Thus the Commission of the African Union invites applicants who are citizens of Member States for the post of PAU Vice Rector to be placed at the Pan African University Institutes.

Department

1. Post:

Post title: VICE RECTOR
Post level: P6
Department: Human Resources, Science and Technology
Supervisor: Rector, PAU
Duty Station: Yaounde, Cameroon
Number of Position: 1

Tasks

2. Major Duties and Responsibilities:

Job Objectives

This is an executive position within the Pan African University's Management structure. Reporting to the Rector, the holder of this position will serve as the Chief Academic Officer and will provide leadership for the planning, development, implementation, coordination, standards, assessment, and administration of all academic programs and academic support, including oversight of Libraries resources. He/She shall also be in charge of student affairs, and will provide the executive leadership and accountability for the administration, development, assessment and improvement of student services and experiences which meet and support the University's vision and missions. In addition, He/she shall serve as Chief University Advancement executive charged with raising the overall profile of the University and coordinating alumni, diaspora and private sector relations.

Specific deliverables

- i. Coordinate the planning, development and evaluation of academic programs, policies, procedures and guidelines
- ii. Coordinate the evaluation and review of academic programs and curriculum development
- iii. Coordinate with the relevant national, regional, continental and international accreditation and quality assurance agencies
- iv. Supervise the Directors of the five thematic institutes and affiliate centres, and evaluating their recommendations for faculty hiring, promotion, and tenure and forwarding them to the Rector
- v. Supervise budget preparation for the academic and academic-related programs.
- vi. Responsible for planning, developing and implementing innovative and proactive programs, services, and procedures which respond to the changing needs and requirements of the University's student community and which enhance the University's viability for student recruitment and retention purposes.
- vii. Serve as the Chief spokesperson for the Rector on matters related to academic and student affairs
- viii. Foster cross-Institute co-operation in the furtherance of the University's Mission Statement and Strategic Plan and in the effective utilization of University resources

- ix. Serve as the chief advisor to the Rector on strategic matters related to planning and educational services issues and other administrative concerns of the University
- x. Coordinate the development of diaspora and alumni and private sector relations
- xi. Promote and implement the University's policies on equal opportunities
- xii. Perform other related tasks and related responsibilities as assigned by the Rector

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
- Experience in fund-raising for international projects
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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.

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.

Vision and Strategic Thinking

- Identifies key strategic issues, opportunities and risks.
- Clearly communicate links between the organization's strategy and the Directorate's goals.
- Establish/identify and communicate 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

Diversity Management

- Performs and relates effectively across organizational boundaries in a diverse multi-national and multicultural setting.

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 established milestones
- Discuss performance and provide feedback and appraise performance fairly

Requirements

4. Qualifications and Work Experience required:

PhD and a full professor of a recognized University, with ten (10) years of experience at a senior academic management, research position.

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

The candidate must have a prominent academic profile with evidence of high quality research work in the course of his/her career.

1. 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.

2. 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.

3. Gender Mainstreaming:

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

4. 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.

5. Remuneration:

Indicative basic salary of US\$ 61,023.00 (P6 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