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**External Publication of Job Posting**

**50696001**

**Job Posting Title**

SENIOR POLICY OFFICER, EDUCATION DIVISION

**Start Date**

03.10.2019

**End Date**

04.11.2019

**Reference Code**

30002159 / 03

**Job Title**

SENIOR POLICY OFFICER, EDUCATION 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 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.

The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Senior Policy Officer, Education within the Department of Human Resources, Science and Technology in Addis Ababa, Ethiopia.

**Department**

- Post:  
Job title: Senior Policy Officer  
Grade: P3  
Supervisor: Head of Education Division  
Directorate: Human Resources, Science and Technology  
Duty Station: Addis Ababa, Ethiopia  
Number of Position: 1

## **Project**

### 2. Job Purpose:

Assist the Head of Education Division in the development and implementation of Education Policy and Programmes and in the overall management of the Office.

## **Tasks**

### 3. Major Duties and Responsibilities:

Under the supervision and guidance of the Head of Education Division, the incumbent will perform the following tasks:

- i. Support the formulation of policies and programmes and monitor the implementation of programmes in the development of Education in Africa;
- ii. Follow-up, monitor and report on important activities in the field of Education at the regional and international levels, in order to assist Member States to coordinate their activities and benefit from the implementation of the Continental Education Strategy for Africa;
- iii. Support the work of African Education agencies, ensuring alignment with the relevant AU Continental frameworks;
- iv. Assist Member States in identifying challenges and advising on interventions;
- v. Organize and service workshops, seminars and meetings on education and ensure quality reporting;
- vi. Draw up programmes in key thematic areas, such as Teacher Development, Higher Education, Early Childhood Education, ICT in Education, strengthening of STEM education, School Feeding, literacy, and so on;
- vii. Perform any other related duties as assigned by supervisor.

### 4. Required Skills and Competencies

#### A. Functional Skills

- Ability to represent the department or the Commission to others and to identify potential for synergistic collaboration
- Knowledge of survey methodologies and instruments;
- Project management;
- Excellent drafting and reporting skills;
- Communication and negotiating skills;
- Planning and organizational skills;
- Well-developed ICT skills including word processing, spread sheets, data analysis and other important computer applications;
- Effective written, oral and presentation skills
- Teamwork and ability to motivate team members towards a common objective

#### B. Key Results Areas/Outputs

- Judgment and Decision-Making
- Sound interpretation of instructions and guidelines
- Effective management of work of teams of professional, senior and experienced officers
- Ability to operate effectively across organizational boundaries;
- Establishing and maintaining effective working relations with people of different national and cultural backgrounds with respect for diversity
- Ability to draft and present information in a concise and accurate manner;
- Taking initiative as needed
- Ability to work effectively with minimal supervision and tight schedules

- Professionalism and punctuality

## **Requirements**

### 1. Educational Qualifications and Professional Experience Required

A University Master's Degree in Education Science, or closely related fields, with seven (7) years of relevant progressive work experience in education development of which three (3) years should have been at managerial level and should involve classroom teaching at primary or secondary level.

OR

A University Bachelor Degree in Education Science, or closely related fields, with a minimum of ten (10) years of relevant progressive work experience in education development of which five (5) years should have been at managerial level and should involve classroom teaching at primary or secondary level.

Professional Training in education management; ICT in education; adult literacy; or other related fields at Certificate and Diploma levels will be added advantage.

Training in Project Management.

Additionally, a PhD would be a definite advantage.

Proven experience in assessing, monitoring, and evaluating development programmes.

International exposure and working harmoniously in multi-cultural environment.

Professional Training in education management and Training in Project Management should be an advantage.

Experience in developing training programmes and packages.

Experience working with government organizations and international organizations.

### 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\$ 37,453.00 (P3 Step 1) per annum plus other related entitlements e.g. Post adjustment 46% of basic salary, Housing allowance \$ 14,414.40 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**

Headquarters