



External Publication of Job Posting

50696449

Job Posting Title

HEAD OF DIVISION, SCIENCE AND TECHNOLOGY

Start Date

08.10.2019

End Date

11.11.2019

Reference Code

10001521 - 03

Job Title

HEAD OF DIVISION, SCIENCE AND TECHNOLOGY

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 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 Head of Division Science and Technology within the Department of Human Resources, Science and Technology.

The Department encourages and provides technical support to Member States in the implementation of policies and programmes in its fields. The Division's role is to ensure coordination and promotion of AU programmes on Science, Technology and Innovation. Key attributes include: promoting research, development and publications on Science, Technology and Innovation; establishing and promoting pan-African Science, Technology and Innovation institutions; while promoting cooperation among Member States for the integration of the continent. In this pursuit, the Department has established two Specialized Technical Offices: (1) Scientific and Technical Research Commission (STRC) and (2) African Observatory of Science, Technology and Innovation (AOSTI). The Commission of the African Union invites applicants who are citizens of Member States to apply for the position of Head of Division Science and Technology within the Department of Human Resources, Science and Technology in Addis Ababa, Ethiopia

Department

1- Post:

Job title: Head of Division Science and Technology

Post level: P5
Department: Human Resources, Science and Technology (HRST)
Supervisor: Director – Human Resources, Science and Technology
Duty Station: Addis Ababa
Number of Position: 1

Project

2- Job Purpose:

This is a managerial position within the Department Human Resources, Science and Technology. Under the direct supervision of the Director, HRST, the incumbent will provide technical, administrative and programmatic leadership for the African Union Science Technology and Innovation programme. She/he will be required to respond quickly and effectively to requests from Executives and Member States for the provision of advice, briefings, media statements and monitoring and reporting on mandates of Science, technology and Innovation Ministers. She/he will lead the coordination, organization of meetings, workshops and training seminars including preparation of related background papers and materials. She/he will develop and deliver on work programs, budgets and prepare periodic reports and staff periodic evaluation according to requirements.

Tasks

1- Major Duties and Responsibilities:

Under the supervision and guidance of the Director, Human Resources, Science and Technology, the incumbent will perform the following tasks:

- Ensure overall planning, development, implementation, coordination, setting standards, assessment, and administration of all the S&T Division programs;
- Leadership and accountability for the administration, development, assessment and improvement of staff within the Division and Support capacity development and mentoring of STI staff;
- Formulation of appropriate policies and plans of action and development of programs, project proposals, policies and strategies at continental level relating to Science Technology and Innovation;
- Provision of technical support and advice to Member States in the implementation of STI policies;
- Commissioning research, relevant studies and policy analysis in the field of STI, particularly with regards to policies and programs of Member States, Regional Economic Communities (RECs), and other regional specialized institutions in order to identify areas of intervention;
- Coordination and fostering African common position on STI within the multilateral systems as well as with third parties and assisting in facilitating and promoting consensus building on STI policy harmonization related to continental integration and development;
- Provide effective advocacy and popularization of the activities of the Department to partner organizations and potential donors as well as developing project concepts and proposals for funding by donors, participating in resource mobilization activities of the Department and preparing project implementation Reports in accordance with donor requirements;
- Lead and coordinate servicing of continental technical meetings, conferences and workshops on STI and STI-related issues including preparation of background documents and reporting related results;

- Undertaking Missions and representing the Commission on high profile STI conferences and producing inherent reports on activities and specific missions;
- Leading the Division in contributing to flagship publications on STI issues as well as to reports of the Commission on issues of STI;
- Oversee the work of African Union Technical Agencies in the areas of STI, ensuring internal coherence and adherence to continental policies;
- Spearhead the development of institutional linkages and policy mechanisms to promote regional collaboration and integration in the areas of STI;
- Liaise with other African Union Commission Departments to encourage harmonization and quality assurance of all programme activities in STI and research;
- Provide policy support to strengthen alignment of regional STI protocols;
- Promote knowledge and research networks on STI in Africa;
- Promote intra-African and international cooperation in the area of STI for mutual benefit, while ensuring a strong African position;
- Provide advice to Member States on realization of their continental and global commitments in STI, and related reporting;
- Ensure the production and submission of periodic reports on the activities of the Division;
- Perform any other duties that may be assigned by the Supervisor

2- Required Skills and Competencies

A. Functional Skills

- Strong computer skills, including use of software relating database management, research analysis, proficiency with spreadsheet and database applications as well as word processing, presentation programs and Internet;
- Strong liaison skills and will work closely with Member States, RECs, agencies, and counterparts from other organizations;
- Good understanding and competence with bureaucratic processes and writing skills and ability to lead the drafting of high-quality, targeted and responsive briefings for Senior Management to support decision making;
- Good communication skills, oral and writing skills;
- Ability to draft high-quality media releases, speeches and correspondences;
- Strong program/project management skills;
- Project conceptualization, development and management;
- Strategic planning and organizational skills;
- Diplomacy and negotiation skills that demonstrate ability to collaborate and coordinate with a range of stakeholders in the context of complex and shifting priorities.

B. Personal Abilities

- Strong leadership skills, as well as skills in facilitation, team building and coordination;

- Strong analytical skills and the ability to master new material quickly;
- Ability to take on additional responsibilities that are challenging and outside of tasks required;
- Demonstrate excellent Management and organizational and time management skills;
- Ability to Manage a team of professional staff, set priorities successfully, to work alone with other professionals with minimal direction and supervision and ability to meet tight deadlines;
- Ability to work in a complex environment with multiple tasks, short deadlines and intense pressure to perform.

C. Key Results Areas/Outputs

- Excellence in technical dialogue, strategic thinking, consensus building;
- Proficiency in project cycle management;
- Excellence in leadership as well as teamwork;
- Proficiency in policy development and analysis;
- Judgment and Decision-Making;
- Effective management of work of teams of professional, senior and experienced officers;
- Establishing and maintaining effective working relations with people of different national and cultural backgrounds with respect for diversity.

Requirements

1. Qualifications and Work Experience required:

A University Master's Degree in Science and technology, or closely related fields, with twelve (12) years of relevant progressive work experience in Science Technology and Innovation of which seven (7) years should have been at managerial level, three (3) years should involve STI Policy Development.

OR a University Bachelor Degree in Science and technology, or closely related fields, with a minimum of fifteen (15) years of relevant progressive work experience in Science Technology and Innovation of which five (5) years should have been at managerial level, three (3) years should involve STI policy development.

Experience in assessing, monitoring, and evaluating development programmes;
International exposure and working harmoniously in multi-cultural environment.

Experience working with government organisations and international organisations should be an advantage.

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\$ 50,746.00 (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), 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 11 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