



External Publication of Job Posting

50716180

Job Posting Title

PUBLIC RELATIONS OFFICER

Start Date

16.01.2020

End Date

17.02.2020

Reference Code

10001190 -03

Job Title

PUBLIC RELATIONS OFFICER

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 for the regular post of Public Relation Officer (P2) within the Department of Peace and Security (African Centre for the Study and Research on Terrorism (ACSRT), Algiers, Algeria).

Department

1. Post:
Job Title: Public Relations Officer
Grade: P2
Supervisor: Deputy Director
Department: Peace and Security Directorate
Duty Station: Algiers, Algeria
Number of Post: 01

Tasks

2. Major duties and responsibilities:

- Provide strategic and tactical Public Relations support to the different Units of the ACSRT
- Develop targeted communications materials/programs for the Focal Points of the Centre to sensitive member states.
- Communicate with the non-Focal Point Community of the Centre (experts, the public, researchers, etc) about their growing role in preventing and combating terrorism through quarterly newsletters, face-to-face meetings, web chats, etc.
- Manage media training sessions for key personnel as needed.
- Help track, analyze and report media coverage.
- Provide public relations writing support.
- Assist in the development of press releases, media pitches, bylined articles and white papers.
- Coordinate and draft responses to press inquiries in a timely manner.
- Consult ACSRT experts and prepare talking points for media interviews.
- Serve as the primary spokesperson with local media by representing the ACSRT at press conferences
- Plan and coordinate press events.
- Secure positive media coverage and build effective relationships with the print and broadcast media locally and internationally.
- Seek out appropriate speaking opportunities where the ACSRT participation will enhance Centre's reputation and help it achieve its missions.
- Establish and maintain open communications and close working relationships with all Units, and provide updates as needed.
- Perform other duties as may be assigned.

Requirements

Qualification and work experience required

The following qualifications and experiences are required:

- A Bachelor degree in journalism, public relations, Business or management, communication, media studies and international affairs or any other related social and communications field.
- Candidates must have at least three (3) years' experience in media relations with experience in strategic communications, public relations, institutional marketing or public/media relations role; Previous experience in AU or any other International Institutions is an added advantage.
- Or a Diploma in related fields and 5 five years of professional and relevant experience.

4. Other Relevant Skills Required:

- Exceptional leadership, relationship-building, strategic planning and motivational skills;
- Ability to speak extemporaneously and in front of large audiences;
- Professional image with exceptional verbal/written communication skills, editing skills, project management, organizational, interpersonal and time management skills;
- Commitment to diversity and ability to successfully relate and interact with diverse groups of people;
- evidence of ability to establish rapport effectively with a wide variety of people and project a positive organizational image;
- Ability to occasionally work a flexible schedule including participation in special events and critical situations during evenings and weekends;
- Sound knowledge of information technology and book publishing procedures required;
- The ability to work under pressure is highly desirable;
- Must be a self-starter and able to navigate within a large organization and move efforts forward without all of the needed details;
- Substantial media experience, including previous on-camera experience.

- Highly organized individual with exceptional attention to detail;
- Action-oriented, high initiative, good problem-solving skills, and independent thinking

4. Language Requirement:

Proficiency in one of the African Union working languages. Knowledge of one or several other working languages would be an added advantage.

6. Tenure of Appointment:

The appointment will be made on a regular contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two-years renewable, subject to satisfactory performance and deliverables.

7. Least Represented 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

8. Gender Mainstreaming:

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

9. Remuneration:

Indicative basic salary of US\$ 31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 18,547.20 per annum, 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 and a maximum of US\$ 3,300.00 per child per annum for every eligible dependent for national and locally recruited staff.

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 17th February 2020.

- 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.
- Copy of valid passport.
- Certified copies of educational qualifications – degrees, diplomas and certificates, where applicable (Not more than 5 Documents in PDF Format, and not exceeding 1 MB).
- Please be aware that only complete applications will be considered.
- 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

ACSRT, Algiers