



External Publication of Job Posting

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Job Posting Title

Head of Division (Support to the Permanent Representatives' Organs, Member States and other Stakeholders)

Committee (PRC) and Relations with

Start Date

30.01.2020

End Date

30.01.2020

Reference Code

30001198 - 003

Job Title

HEAD OF DIVISION (PRC)

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 amongst others, the implementation of its organization structure and the filling of all vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the regular post of Head of Division (Support to the Permanent Representatives' Committee and Relations with Organs, Member States and Other Stakeholders) within the Office of the Secretary General of the Commission.

Department

POSITION:

Job Title: Head of Division (Support to the Permanent Representatives' Committee
(PRC) and Relations with Organs, Member States and other Stakeholders)

Post level: P5

Number of posts: 1 (One)

Office: Office of the Secretary General of the Commission (OSGC)

Supervisor: Secretary General of the Commission

Duty Station: Addis Ababa, Ethiopia

Project

OBJECTIVES OF THE POSITION

To assist the Secretary General of the Commission to provide adequate support to the activities and meetings of the PRC and to serve as a Secretariat to the PRC and other Organs as well to ensure follow up on the implementation of their Recommendations.

Tasks

3. DUTIES AND RESPONSIBILITIES

Under the supervision of the Secretary General of the Commission

- Assist in developing policies, strategies and programmes that contribute to the implementation of the mandate of the Office of the Secretary General of the Commission consistent with AUC vision and mandates;
- Provide support for the implementation of policies, strategies and programmes in terms of advocacy, coordination and guidance that contribute to effective implementation of AU decisions;
- Assist in representing the Office of the Secretary General of the Commission in AU meetings;
- Plan and coordinate the administrative and logistical support for the preparation, conduct and follow up of the meetings and other activities of the PRC and other decision-making organs of the AU;
- Prepare statements, reports/conclusions and other relevant tasks as required for consideration and vetting by the Secretary General;
- Manage documents, information, knowledge and records within the Office of the Secretary General; devise innovative and technologically adapted systems to ensure proper documentation and records management;
- Advise, plan and coordinate activities related to the continuous digitization and modernization of the management and custody of documents, information, knowledge and records in the Office of the Secretary General;
- Assist in ensuring good working relations between the PRC and the Commission;
- Assist in coordinating the implementation of the coordination mandate of the office of the Secretary General;
- Provide advice and support in matters relating to the management of the Office of the Secretary General of the Commission;
- Perform any other relevant duties within the Office of the Secretary General of the Commission, as may be assigned.

Requirements

4. QUALIFICATION & WORK EXPERIENCE REQUIRED:

A Master's Degree in Social Sciences with At least twelve (12) years of relevant work experience, out of which seven years must be at 7 years of experience at a specialist/expertise level. Strong experience in the fields of communication and drafting is required. Working experience in International Organization will be an asset.

OR

A University Bachelor Degree in Social Sciences with fifteen (15) years of relevant work experience, out of which five (5) years must be at managerial level. Strong experience in the fields of communication and drafting

is required. Working experience in International Organization will be an asset.

5. LANGUAGE REQUIREMENT

The African Union working languages are Arabic, English, French and Portuguese. Fluency of one of these languages is a requirement, while for this position, highest preference will be given to bilingual candidates fluent in English and French (both oral and written). Knowledge of Arabic or Portuguese will be an added advantage.

6. OTHER RELEVANT SKILLS

- Excellent Drafting and Reporting Skills;
- Excellent Planning, Monitoring and Evaluation Skills;
- Ability to guide, develop, lead and supervise a combined team of professional and support staff
- Excellent capacity in building relationships and ability to communicate with impact,
- Ability to demonstrate very good conceptual thinking, analytical skills and with ability to share information and knowledge
- Excellent strategic perspective, drive for results and foster innovation;
- Ability to manage risk and change;
- Computer literacy;
- Excellent interpersonal skills; teamwork and ability to work in a multi-cultural environment;
- Good communication and negotiating skills;
- Capacity to perform multiple tasks and work under pressure.

7. LANGUAGE REQUIREMENT:

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

8. 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.

9. 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

9. GENDER MAINSTREAMING:

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

10. 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 US\$ 12,009.60 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 2 March 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

Headquarters