



**External Publication of Job Posting**

**50722150**

**Job Posting Title**

POLICY OFFICER (PMCD)

**Start Date**

05.02.2020

**End Date**

08.03.2020

**Reference Code**

(3000,2074,2075) - 03

**Job Title**

POLICY OFFICER (PMCD)

**Organization**

1. BACKGROUND INFORMATION:

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 at Addis Ababa, capital city of Ethiopia.

Confronted with the growing number of requests from prospective Partners to establish new arrangements for cooperation with Africa through the AU, the Executive Council, at its 12th Ordinary Session held in Addis Ababa in January 2007, and further to a report submitted by the Commission, adopted decision EX.CL/Dec.397(XII) which, among other things, requested the AU Commission to deploy necessary efforts to develop a new type of partnership in order to maximize mutual benefits and to earmark resources in the budget. Accordingly, the African Union Commission in implementing this directive has developed relations with different international Partners in different regions of the world, particularly with India; China; South Korea; Countries of South America, the European Union; Turkey; League of Arab States; the Organization of Islamic Cooperation (OIC); State Department of the United States of America, Organization of American States (OAS); Commonwealth, La Francophonie, Russia, United Kingdom, European Economic Commission (EEC), etc. With the large number of existing Partnerships already in existence and the growing number of those under consideration, as well those to be initiated, the Executive Council, at its 19th Ordinary Session held in Malabo in June 2011, adopted decision EX.CL/Dec.646(XIX) on Structural reforms. This decision requested the creation of the Division of Strategic Partnerships in the Office of the Chairperson of the Commission.

In seeking to achieve the above objectives, the African Union intends to strengthen its capacity to deliver, by amongst others, the implementation of its organizational structure and the filling of all vacant posts, and in this particular context, its human resources within the Partnership Management and Coordination Division (PMCD).

The Commission of the African Union invites applicants who are citizens of Member States to apply for the regular post of Policy Officer (P2) within PMCD placed under the Bureau of the Chairperson.

### ***Department***

#### 2. POST:

Job Title: Policy Officer

Grade: P2

Number of posts: 2 (Two)

Directorate Partnership Management and Coordination Division, Bureau of the Chairperson

Duty Station: Addis Ababa, Ethiopia

### ***Tasks***

#### 3. MAIN DUTIES AND RESPONSIBILITIES:

The Policy Officer will specifically perform the following duties:

- Assist in the efficient implementation of the programmes and projects related to the Africa Strategic Partnerships and manage the activities related to those Partnerships;
- Together with the PMCD team, lead the development and implementation of the Strategic Partnerships, and particularly:
  - Assist in organizing Partnerships initiatives
  - Generate leads and opening of far reaching conversations with key contacts
  - Make new proposal and ensure that engagements with Partners are demand-driven - Assist in the negotiation of Partnerships including review of Plan of Action
  - Assist in making proposals on how to streamline and specialize the areas of cooperation with Partners
- Undertake continuous research on Africa's needs/gaps as well as potential Partners to meet such needs and fill the gaps
  - Maintain and update Partnerships contact;
- Identify best practice and incorporate new ideas for Strategic Partnerships building;
- Prepare annual work plan for the PMCD;
- Prepare annual budget and follow up with budget implementation and submit reports as necessary;
- Follow-up on the implementation of activities resulting from those instruments;
- Generate periodic reports of the activities undertaken in managing the Strategic Partnerships.
- Assist/Oversee the information and data entry into the Partnership Management Information System (PMIS);
- Generate and compile accurate reports in a timely manner for the PRC Sub-Committee on Multilateral Cooperation and the AU Commission's internal use;
- Prepare the documentation for the work of the PRC and the Sub Committee on Multilateral Cooperation;
- Liaise with the various Departments/Units of the Commission for coordination purposes as they relate to each Partnership;
- Perform any other relevant duty/ responsibility assigned by the Head of Partnerships Management and Coordination.

### ***Requirements***

#### 4. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED:

- A minimum of a University Bachelor Degree in the fields of Strategic Planning, Business Administration, Accounting or Economics;
- A minimum of 3-4 years of relevant work experience with strong background in strategic planning and programme/project management; proven experience in budgeting and accounting. Experience in international organizations will be an added advantage.

OR

- A University Diploma in the above mentioned areas of study and 5 years progressive relevant work experience; strong background in strategic planning and programme/project management; proven experience in budgeting and accounting. Experience in international organizations will be an added advantage.
- Additional qualification in any of the above fields or certification/qualification on Project Management will be an added advantage.

#### 5. OTHER RELEVANT SKILLS AND ABILITIES:

Technical competencies and skills:

- Excellent planning and organization skills
- Excellent negotiation, communication and presentation skills
- Excellent drafting and report writing skills; excellent ability to draft official communications
- Financial management and analytical skills in a Donor funded environment;
- Good analytical capability and ability to pay attention to detail;
- Excellent computer skills, including Microsoft Office, Internet Explorer and other relevant softwares etc.
- Understanding and excellent knowledge of international working systems.

Behavioral competencies and skills:

- Excellent interpersonal skills
- Excellent ability to organize, motivate and lead others
- Ability to effectively work in a multicultural environment.
- Ability to work with limited supervision;
- Capacity to work under pressure in a multicultural environment;
- Readiness/willingness to work on flexible hours arrangements, to engage partners in multiple time zones

#### 6. Language Requirement:

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

#### 7. 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.

#### 8. 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\$ 31,073.00 (P2 Step 1) per annum plus other related entitlements e.g. Post adjustment (46% of basic salary), Housing allowance US\$ 21,832.68 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 7 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