



External Publication of Job Posting

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Job Posting Title

SENIOR POLITICAL OFFICER IN GUINEA BISSAU

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24.02.2020

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29.03.2020

Reference Code

SPO/Guinea Bissau/2020/03

Job Title

SENIOR POLITICAL OFFICER IN GUINEA BISSAU

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 at Addis Ababa, capital city of Ethiopia. Its Headquarters is located at 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 therefore invites applicants who are citizens of Member States for the fixed-term post of SENIOR POLITICAL OFFICER IN GUINEA BISSAU.

Department

1. POST

Job title: Senior Political Officer
Grade: P3 step 5
Department: Peace and Security
Duty station: AU Liaison Office in Guinea Bissau
Reports to: Head, Liaison Office
Number of post: 1 (one)

Tasks

2. TERMS OF REFERENCE

The incumbent shall be responsible for the following:

- Advise the Head of the AU Liaison Office in Guinea Bissau and Senior Management on conflict management and resolution related issues in the Guinea Bissau, in particular the identification of strategic entry-points for AU's intervention;
- Collecting and analyzing information on the ground from different sources, including the press;
- Maintaining up-to-date knowledge of events relating to political issues in general, and in particular as they affect the countries and thematic mandates for which the staff member is responsible;
- Keeping abreast of latest trends and developments in the area of assignment and providing inputs on pertinent issues to the Head of the AU Liaison Office in Guinea Bissau, to senior officials and colleagues in missions and to AU Headquarters;
- Regularly monitoring national and district level political developments and provide daily and weekly updates to the Head of the AU Liaison Office in Guinea Bissau, as well as to the AU Situation Room (Headquarters) on developments taking place;
- Producing regular reports and strategic analysis in support of the work of the Peace and Security Council (PSC) in the area of assignment, including reports focusing on implementation of PSC priorities at local level;
- Identify gaps, prioritize which gaps need to be addressed and develop and coordinate/implement strategies to address the gaps;
- Providing technical and substantive back-up in the implementation of mandates of the office;
- Maintaining contacts with governmental organizations and international organizations on coordination and policy matters;
- Monitoring actions taken by intergovernmental groups, UN organizations, government and non-governmental organizations;
- Participating in fact-finding and other missions to countries within assigned area of responsibility;
- Defining work plan for area assigned in accordance with established terms of reference;
- Performing any other duty assigned to him/her by the Head of the AU Liaison Office in Guinea Bissau.

Requirements

3. QUALIFICATIONS AND EXPERIENCES REQUIRED

The incumbent should have:

- An advanced degree (with 7 years relevant experience) in Political Science, International Relations, International Law and Conflict Prevention and Resolution, working in, Research Centers/Institutes', UN or UN Agencies or lecturing at a University in Political Science, International Law or undertaking research in Political

Science;

- Must have excellent presentation and drafting skills and excellent knowledge of current political, social and economic developments in Africa (particularly in Guinea Bissau) and the World;
- Must have the ability to work with a team of professional staff and capacity for creativity and initiative as well as capacity to conduct strategic analysis, reports/briefs under pressure;

4. COMPETENCIES AND SKILLS:

The incumbent must have a demonstrated ability to work within a small field office in difficult circumstances, take initiative and be a team player. He/she must be computer literate and versed in the use of computer applications including word processing, spreadsheet and presentation software. He/she must be fluent in one of the AU working languages, preferably French. He/she must have excellent writing and report drafting and good interpersonal skills; ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect for diversity.

5. 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. GENDER MAINSTREAMING:

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

7. TENURE OF APPOINTMENT:

The appointment shall be for an initial period of one (1) year, the first three (3) months of which shall be on probation. It shall be renewable subject to performance and availability of funds.

8. REMUNERATION:

The salary attached to the position is an annual lump-sum of US\$ 96,921.34 (P3 Step 5) inclusive of all allowances for internationally recruited staff, and US\$ 78,461.08 inclusive of all allowances for locally recruited staff of the African Union Commission.

Applications must be made through the AUC E-recruitment Website
<http://www.aucareers.org> not later than 29 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

Fixed Term Contract

Employment Fraction

Full-time

Branch

AU Liaison Offices – Guinea Bissau