



**External Publication of Job Posting**

**50576527**

**Job Posting Title**

Department Planning Expert

**Start Date**

19.09.2018

**End Date**

20.10.2018

**Reference Code**

SP201809193

**Job Title**

Department Planning Expert

**Organization**

The African Union 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.

The Directorate of Strategic Policy Planning, Monitoring and Evaluation, and Resource Mobilization's (SPPMERM) general mandate, under the direct authority of the Chairperson of the AU Commission, is

- to promote and follow the modernisation of the management tools of the Commission,
- to support the improvement of the AU's capacity to define priorities and
- to plan, execute and monitor the policies and programmes adopted by the different departments of the Commission.

The SPPMERM is composed of four Divisions each falling under the responsibility of a Head. Together with the Director of the SPPMERM, these four Heads of Division constitute the management team of the Directorate under the regular structure of the department.

In seeking to achieve this objective, the directorate of SPPMERM intends to strengthen its planning function, and hence, the Commission of the African Union is currently seeking to recruit Departmental Planning Experts on fixed term basis, who are citizens of AU Member States, to be responsible for the duties and responsibilities listed hereunder.

**Department**

Job Title : Department Planning Expert  
Grade : P3

Number of posts : 2 (Two)  
Department : Directorate of Strategic Policy Planning, Monitoring and Evaluation and Resource Mobilization  
Supervisor : Head of Division  
Duty Station : Addis Ababa, Ethiopia

### **Tasks**

Under the supervision of the director of Department, the incumbent will perform the following tasks:

- Provide technical support to the respective departments in the development of strategic plans in line with the AUC vision and mission;
- Provide technical support to the department to develop their programmes and specifically develop project proposals in the required format and standards from both the financial and the Strategic Planning point of view;
- Provide technical guidance and support to respective department in the timely development and submission of Annual Programme Budgets and Work Plans in line with the AUC Strategic Plan and agreed formats;
- Ensuring that the respective departments execute the approved Annual Programme Budgets and Work Plans on budget, on time and that the intended benefits/results/outputs are achieved;
- Provide technical guidance and support the respective departments in the timely preparation and submission of termly Monitoring and Evaluation Reports as may be requested by the Planning, Monitoring and Evaluation Division;
- Act as the departmental Focal Point on issues relating to strategic planning, monitoring, evaluation, resource mobilisation, programming, budgeting, finance and accounting;
- Any other duty/responsibility assigned.

### **Requirements**

#### 1. Qualifications and work experience required

- A Master's Degree in Economic Science, Statistics, Demography or Public Finance and a minimum of seven years of relevant work experience of which three years respectively should be at a supervisory level

OR

- A Bachelor Degree in the same fields and a minimum of ten years of relevant work experience, out of which five years respectively should be at a supervisory level.

- Relevant work experience should be in the area of strategic planning and program monitoring and evaluation within an international organization, with particular reference to the African situation.
- Computer knowledge is a must especially in MS Excel and Statistical Data softwares.

#### 2. Other relevant skills and competencies

- Proven experience and capacity of programme management methodologies and practice
- Excellent analytical, problem solving and strategic thinking skills.
- Advanced knowledge of planning, monitoring and evaluation methodologies;
- Ability to synthesize and help stakeholders identify strategic priorities in complex work programmes;
- Ability to manage effectively multi-stakeholder planning processes.
- Excellent leadership and negotiating skills. Proven ability to communicate effectively both orally and in writing.
- Solid management skills and good team spirit;
- Very good computer skills so as to give a relative autonomy in the preparation of work.

3. Language requirement:

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

4. Tenure of appointment:

The appointment will be made on a fixed term contract for a period of two (2) years, of which the first six months will be considered as a probationary period. Thereafter, the contract will be renewed annually subject to satisfactory performance and fund availability.

5. Gender Mainstreaming

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

6. Remuneration

The salary attached to the position is a fixed 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.

7. How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 20th October 2018.

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 Addis Ababa (Ethiopia)

***Contract Type***

Fixed Term Contract

***Employment Fraction***

Full-time

***Branch***

Headquarters