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**External Publication of Job Posting**

**50581839**

**Job Posting Title**

HEAD, ADMINISTRATION, PERSONNEL AND FINANCE DIVISION

**Start Date**

04.10.2018

**End Date**

04.11.2018

**Reference Code**

AFRIPOL / 01 / 03

**Job Title**

HEAD, ADMINISTRATION, PERSONNEL AND FINANCE DIVISION

**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.

In seeking to achieve these objectives, the African Union Mechanism for Police Cooperation (AFRIPOL) is established as a technical Institution of the Union for the mechanism for police cooperation for Member States of the Union. Filling of vacant posts in the organizational structure is key to achieving the mandate of AFRIPOL.

It is understood that the transnational and emerging threats pose a serious challenge to state and human security to the African Union (AU) Member States. The AU Commission, therefore, invites applicants who are citizens of AU Member States, for the post of Head Administration, Personnel and Finance Division at the AFRIPOL Secretariat.

**Department**

1. Post

Job Title: Head, Administration, Personnel and Finance Division

Grade: P5

Supervisor: Director of AFRIPOL

Duty Station: Algiers, Algeria

Positions: 1

## **Tasks**

### 2. Job Description Summary

Efficient day-to-day management, administrative and financial management functions are critical support in enabling AFRIPOL to deliver on its mandate of facilitating cooperation among police agencies of the Member States in preventing and combating transnational organized crime and terrorism. The Administration, Personnel and Finance Division will play the role of ensuring the implementation of the AFRIPOL organizational structure by ensuring the filling of all vacant posts with competent and motivated staff. The work portfolio also includes finance, procurement, travel, and logistics.

As Head of the Administration, Personnel and Finance Division, the incumbent will be responsible for the following:

- Manage the provision of high-quality and sustainable administrative support to enable the smooth running of the AFRIPOL Secretariat and delivery of strategic objectives;
- Have the primary responsibilities over personnel administration, including ensuring up-to-date staff contracts,
- Manage performance and development of personnel;
- Conduct recruitment and induction of new staff;
- Possess a robust experience in the resource mobilization and partner coordination;
- Ensure the sound management of financial and accounting activities and realization of the Programme outputs, in compliance with AU financial rules and regulations, as well as specific donor requirements;
- Monitor expenditures in accordance with the Program and Operational Budgets and flag-up any issues for Budget Review/Forecast to the Director;
- Liaise with Head of planning and Operations to support field operations;
- Maintain oversight of AFRIPOL budgets and ensure effective use of finances and assets;
- Arrange for procurement of assets, consumables and accessories for maintenance and sustenance of office activities;
- Perform any other work as may be assigned by the Director

## **Requirements**

### 3. Qualifications and skills

- Advanced university degree (Master's degree) in Administration, Management, Finance and Accounting.
- Qualification(s) in Public Administration, Human Resources Management, Business Management, International Relations or a related areas would be an added advantage.
- A minimum of twelve (12) years of relevant experience in administration or public policy development, of which at least 7 years should at managerial level;  
OR
- Bachelor university degree in Administration, Management, Finance and Accounting.
- Qualification(s) in Public Administration, Human Resources Management, Business Management, International Relations or a related areas would be an added advantage.
- A minimum of fifteen (15) years of relevant experience in administration or public policy development, of which at least 5 years should at managerial level;

### 4. Experience

- Proven experience in leadership and management in an intergovernmental and/or multicultural environment;
- Must have experience in directing and managing, including developing strategic plans and policies, developing and presenting budgets, coordinating partner engagement, and financial reporting;
- Proven ability to deal effectively with high-level officials from a diverse range of national contexts, national and international partners, media and the public at large;
- Good knowledge managing partner/donor funded programmes and activities is an asset;
- Competence in the use of Microsoft Office applications (Word, Excel and PowerPoint) and accounting packages is essential;
- Experience in Narrative and Financial reporting is essential;
- Must be result-oriented team player with problem solving skills;
- Experience in working in a multicultural environment is necessary.

#### 5. Language requirements

- Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is a must.
- Knowledge of more than one working language 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 (12) months will be considered as a probationary period. Thereafter, the contract will be for a period of two (2) years renewable, subject to satisfactory performance.

#### 7. Gender mainstreaming

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

#### 8. Least Representative Countries:

Candidates from the following least represented countries at the African Union Commission are encouraged to apply: Algeria, South Africa, Morocco, Angola, Ghana, Congo (DRC), Equatorial Guinea, South Sudan, Namibia, Mali, Madagascar, Guinea-Conakry, Cape Verde, Central African Rep., Seychelles, Somalia, Guinea Bissau, Saharawi Arab D.R., Comoros, Sao Tome and Principe.

#### 9. Remuneration

Indicative basic salary of US\$ 50,746 (P5 Step1) per annum plus other related entitlements e.g. Post adjustment (48% of basic salary), Housing allowance US\$ 23,544.00 (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 of the Commission.

#### 10. How to apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 4th November 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

***Contract Type***

Regular (Long Duration)

***Employment Fraction***

Full-time

***Branch***

AFRIPOL, Algiers