



# Secretariat of the African Continental Free Trade Area (AfCFTA)

## ORGANISATIONAL STRUCTURE-FINAL

Considered by Sub-Committee on Structural Reforms, 27 August 2021



# Content

- **Background and Rationale**
- **Strategic Objectives**
- **Organizational Structure of the Secretariat**
- **Description of the Directorates**

# Introduction

- With the entry into force of the *Agreement Establishing the AfCFTA* in May 2019 and the start of trading under the AfCFTA in January 2021, there is an urgent need to complete the establishment of the entire institutional architecture of the AfCFTA.
- The AfCFTA offers significant promise for the continent's transformation. One important aspect of realizing this potential will be through the establishment of effective and efficient institutional structures.
- A strong and effective AfCFTA Secretariat will contribute to the implementation of the AfCFTA and deliver the Africa we want.

# Background and Rationale

- In December 2017, the African Ministers of Trade (AMOT 4) agreed that an autonomous AfCFTA Secretariat should be established, upon the signing and ratification of the AfCFTA Agreement.
- In March 2018, the Executive Council tasked the AfCFTA Support Unit to ‘develop criteria that would ensure the setting up of an efficient AfCFTA Secretariat, which should in the interim be located within the African Union Commission’. (Executive Council, 18<sup>th</sup> Extraordinary Session, 2018).
- The Agreement Establishing the AfCFTA has an expansive scope

# Scope of the AfCFTA Agreement

## Agreement Establishing the African Continental Free Trade Area (AfCFTA)

### Phase I

#### Protocol on *Trade in Goods*

**9 Annexes** (Tariff Concessions; Rules of Origin; Customs Cooperation and MAA; Trade Facilitation; Non-Tariff Barriers (NTBs); Technical Barriers to Trade (TBT); Sanitary & Phytosanitary Measures (SPS); Transit; Trade Remedies) and 3 Appendixes (Certificate of Origin; Origin Declaration; Supplier's or Producer's Declaration)

#### Protocol on *Trade in Services*

**Annexes:** Specific Commitments; MFN Exemptions; List of Priority Sectors; Framework document on Regulatory Cooperation

#### Protocol on the *Rules & Procedures for the Settlement of Disputes*

**Annexes:** Working Procedures of the Panel; Expert Review; Code of Conduct for Arbitrators and Panellists

**Phase II:** Protocols on *Investment; Competition Policy; Intellectual Property Rights; Digital Trade; Women in Trade; AfCFTA Adjustment Fund*

## Key Decisions

- Article 13 of the *Agreement Establishing the AfCFTA* provides that “*the Assembly shall establish the Secretariat, decide on its nature, location and approve its structure and budget*”
- In February 2020, the Executive Council recommended to the Assembly that the structure and the staffing of the Secretariat should be done in two phases, namely:
  - First Phase be initial recruitment of the Secretary General, four (4) Directors and essential staff; and
  - Second phase be the positions to be filled after adoption of a permanent structure and budget, reviewing the appropriate functions of the appointed Directors and their exact number

# Key Decisions

- In February 2020, the Assembly of Heads of State and Government of the African Union directed:

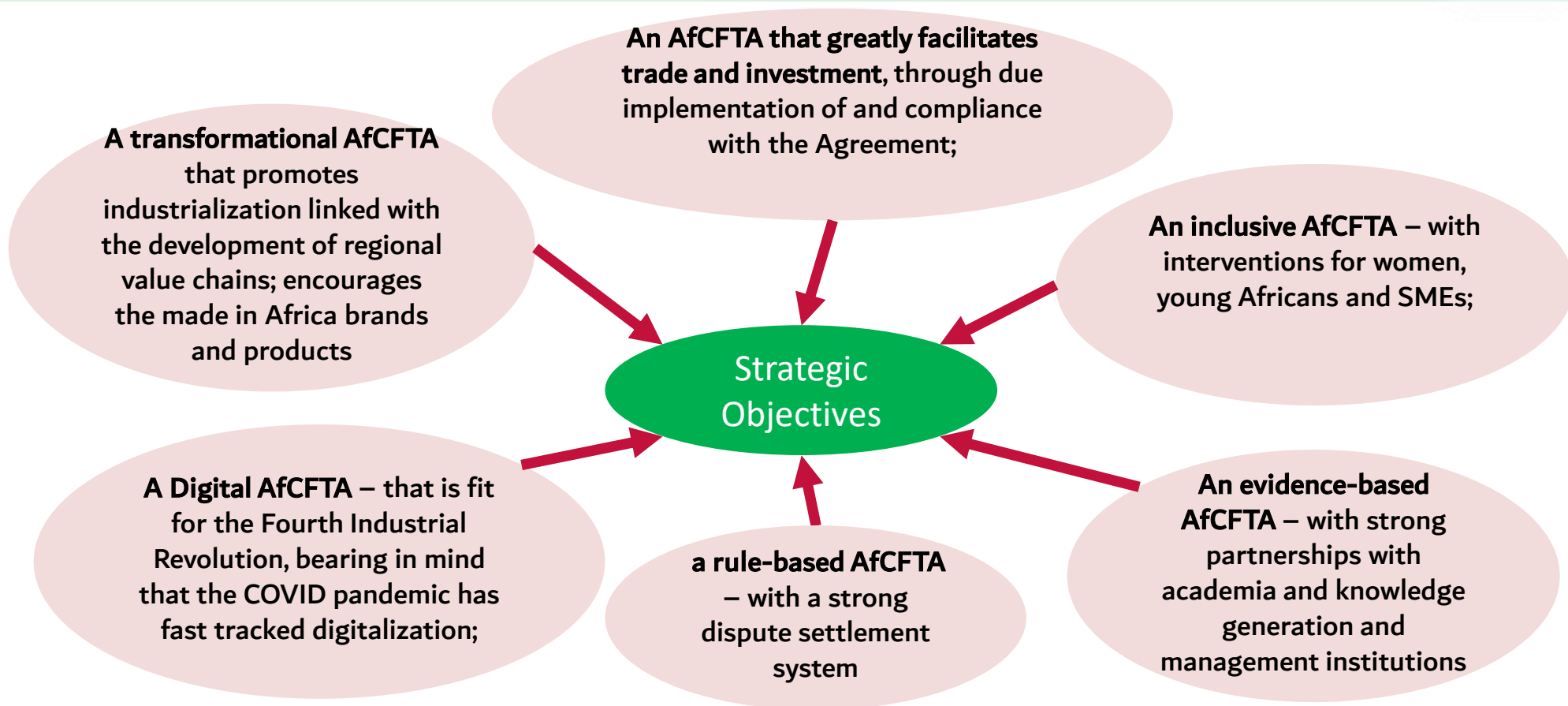
*“the AfCFTA Council of Ministers and the relevant Policy Organs of the AU to finalize the consideration of the Draft Organizational Structure, including the appropriate functions of the appointed directors and the adequate number of the Permanent Secretariat of the AfCFTA and submit it to the Extraordinary Summit in May 2020, together with a supplementary budget and work programme, through the appropriate Policy Organs of the AU system”.*

# Key Decisions

- At its 13<sup>th</sup> Extraordinary Session, the Assembly approved the detailed breakdown of Phase I Structure and requested the AfCFTA Secretariat to present the Phase II Structure to the 34<sup>th</sup> Ordinary Session of the Assembly of February 2021.
- In February 2021, the 5<sup>th</sup> Council of Ministers directed the AfCFTA Secretariat to undertake further streamlining and rationalization of the proposed Phase II Structure of the Secretariat by keeping it lean, focused, effective and efficient, taking into account the observations made.



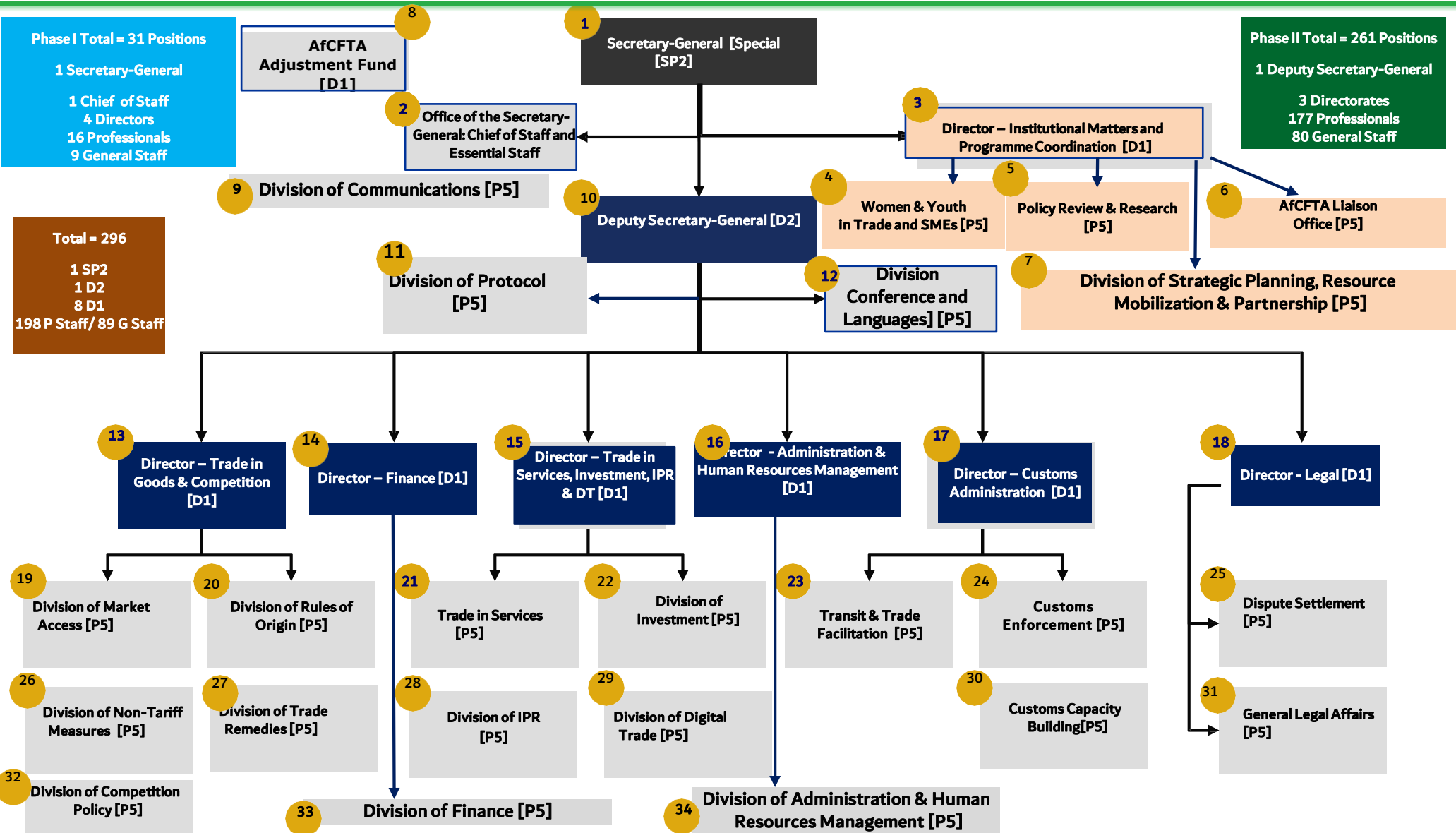
# Strategic Objectives



# Recommendations by Sub-Committee on Structural Reforms

- At its recently concluded meeting on 13 August 2021, Sub-Committee on Structural Reforms considered and approved the Phase II Organisational Structure of the AfCFTA Secretariat, and recommended as follows:
  - Creation of a Directorate on Institutional Matters and Programmes Coordination under the Office of the Secretary-General by rationalizing the Specialised units (Women & Youth in Trade, AfCFTA Policy Review & Research)
  - Downgrade some positions in the two Specialised units to ensure that there is no increase in cost
  - Realignment of the nomenclature of the Legal Directorate to its role, namely Dispute Settlement and Legal Affairs
  - Provision of job profiles for all positions in the Structure
  - Phased implementation approach over a 4-year period and on needs-based

# Revised Organisational Structure of the AfCFTA Secretariat



# Description of the Role of the Directorates

Key Directorates	Role
Trade in Goods and Competition	<ul style="list-style-type: none"> <li>▪ The AfCFTA Agreement mandate gives the Secretariat a wider role in terms of supporting State Parties and Non-State Parties in <b>creating a liberalized market for trade in goods in accordance with Article 3 of the Agreement Protocols on Trade in Goods and Competition Policy</b></li> <li>▪ The AfCFTA Secretariat is expected to play a critical role in disseminating best practices, support countries efforts in developing their <b>capacity and leverage on regional and global partnerships in these specific areas</b></li> </ul>
Trade in Services, Investment, Intellectual Property Rights & Digital Trade	<ul style="list-style-type: none"> <li>▪ The AfCFTA Agreement mandate gives the Secretariat a wider role in terms of supporting State Parties and Non-State Parties in creating a single liberalized market for trade in services</li> <li>▪ The AfCFTA Secretariat is expected to play a critical role in disseminating best practices, support countries efforts in developing their <b>capacity and leverage on regional and global partnerships in these specific areas</b></li> </ul>

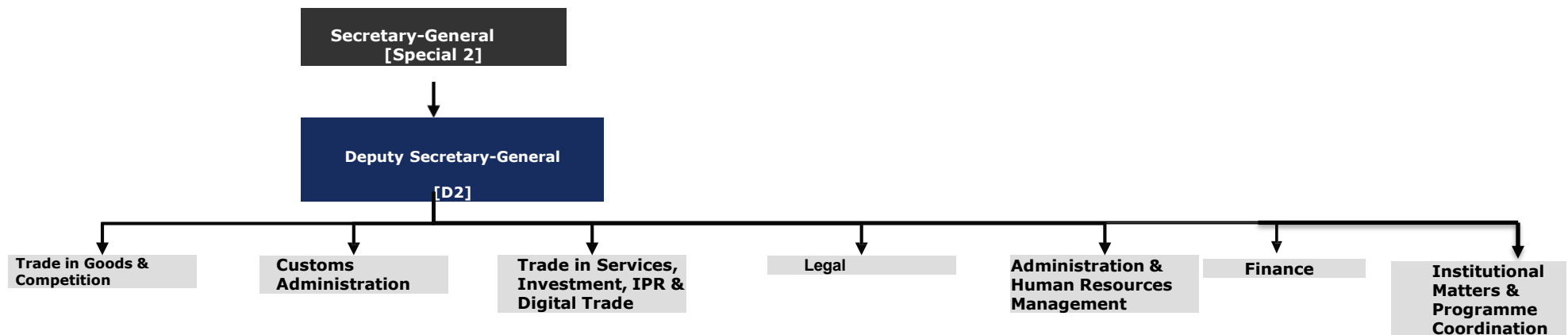
# Description of the Role of the Directorates

Key Directorates	Role
Customs Administration	<ul style="list-style-type: none"><li>▪ Cooperation in all areas of <b>Customs administration</b> aimed at improving the regulation of trade flows and the <b>enforcement of applicable laws within the State Parties</b></li></ul>
Legal Affairs	<ul style="list-style-type: none"><li>▪ The Protocol on the Rules and Procedures on the Settlement of Disputes provides for the administration of the DSM established in accordance with Article 20 of the Agreement and aims at <b>ensuring that the dispute settlement process is transparent, accountable, fair, predictable and consistent with the provisions of the Agreement.</b></li><li>▪ The dispute settlement mechanism of the AfCFTA is a central element in providing security and predictability to the regional trading system. The dispute settlement mechanism shall preserve the rights and obligations of State Parties under the Agreement and clarify the existing provisions of the Agreement in accordance with customary rules of interpretation of public international law</li></ul>

# Description of the Role of the Directorates

Key Directorates	Role
Administration and Human Resources Management	▪ To plan, coordinate, organize and execute administrative and human resources management support for staff
Finance	▪ To coordinate financial activities, including budgeting, transactions, grant utilization and reporting of the Secretariat and its Programmes
Institutional Matters and Programmes Coordination	▪ To coordinate programme implementation and institutional matters at the AfCFTA Secretariat

# Revised Directorates



**Purpose:**  
To assist State Parties & non-State Parties in the negotiation and implementation of the Protocols on Trade in Goods and Competition Policy

Functional Outputs

- Trade in Goods
- Rules of Origin;
- Competition Policy

**Purpose:**  
To ensure customs compliance and enforcement

Functional Outputs

- Transit & Trade Facilitation
- Customs Enforcement;
- Capacity Building

**Purpose:**  
To assist the State Parties and non-State Parties in the negotiation and implementation of the Protocols on Trade in Services, Investment, IPR and Digital Trade

Functional Outputs

- Trade in Services
- Investment;
- IPR;
- Digital Trade

**Purpose:**  
To provide legal advice to the AfCFTA Institutional structures and the DSB

Functional Outputs

- DSB
- Institutional Affairs
- Support to other Directorates
- Investment Law

**Purpose:**  
To plan, coordinate, organize and execute administrative & HR support in collaboration with Secretariat staff

Functional Outputs

- Administration
- HR

**Purpose:**  
To coordinate financial activities, including budgeting, transactions, grant utilization and reporting of the Secretariat and its Programmes

Functional Outputs

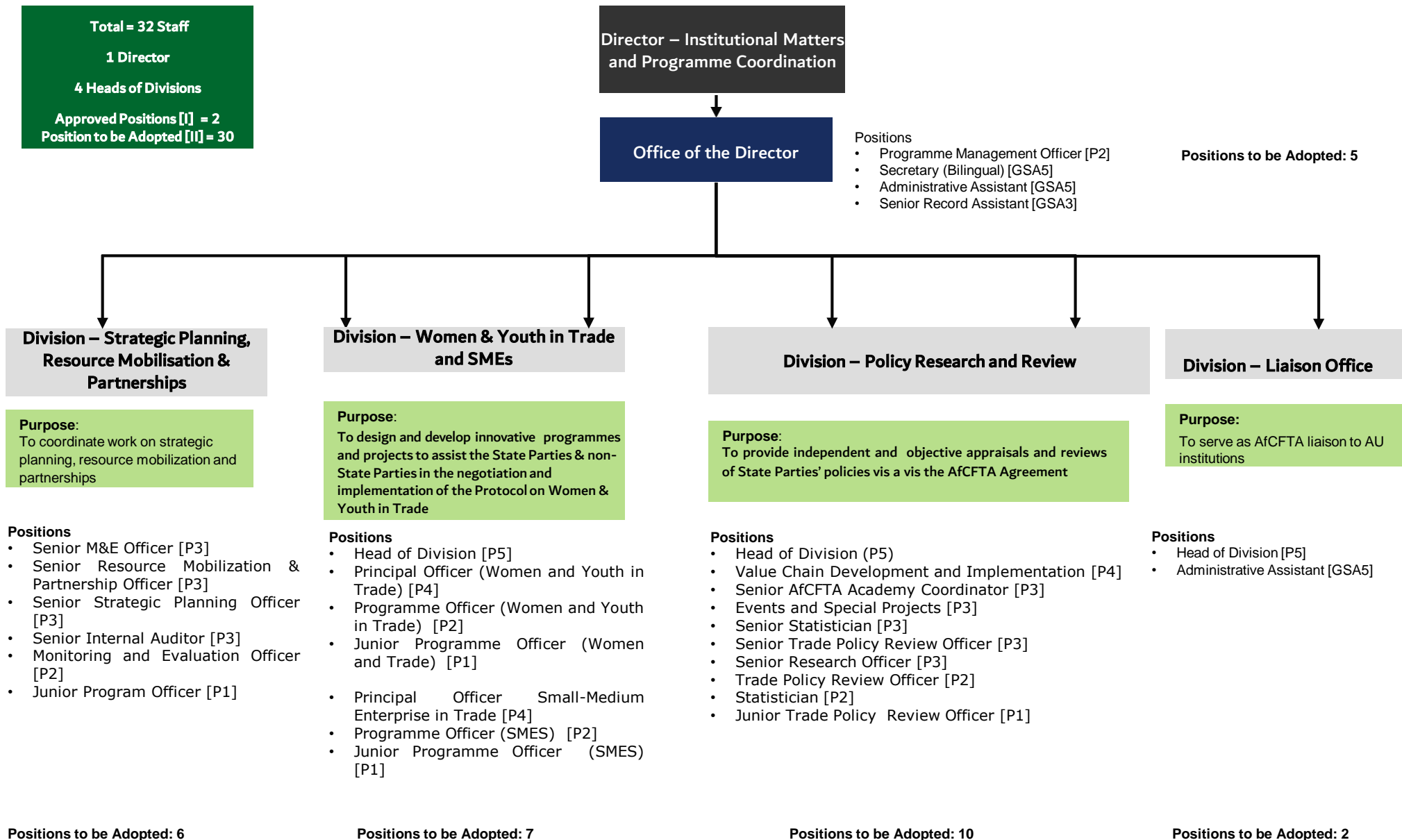
- Finance

**Purpose:**  
To coordinate programme implementation and institutional matters at the AfCFTA Secretariat

Functional Outputs

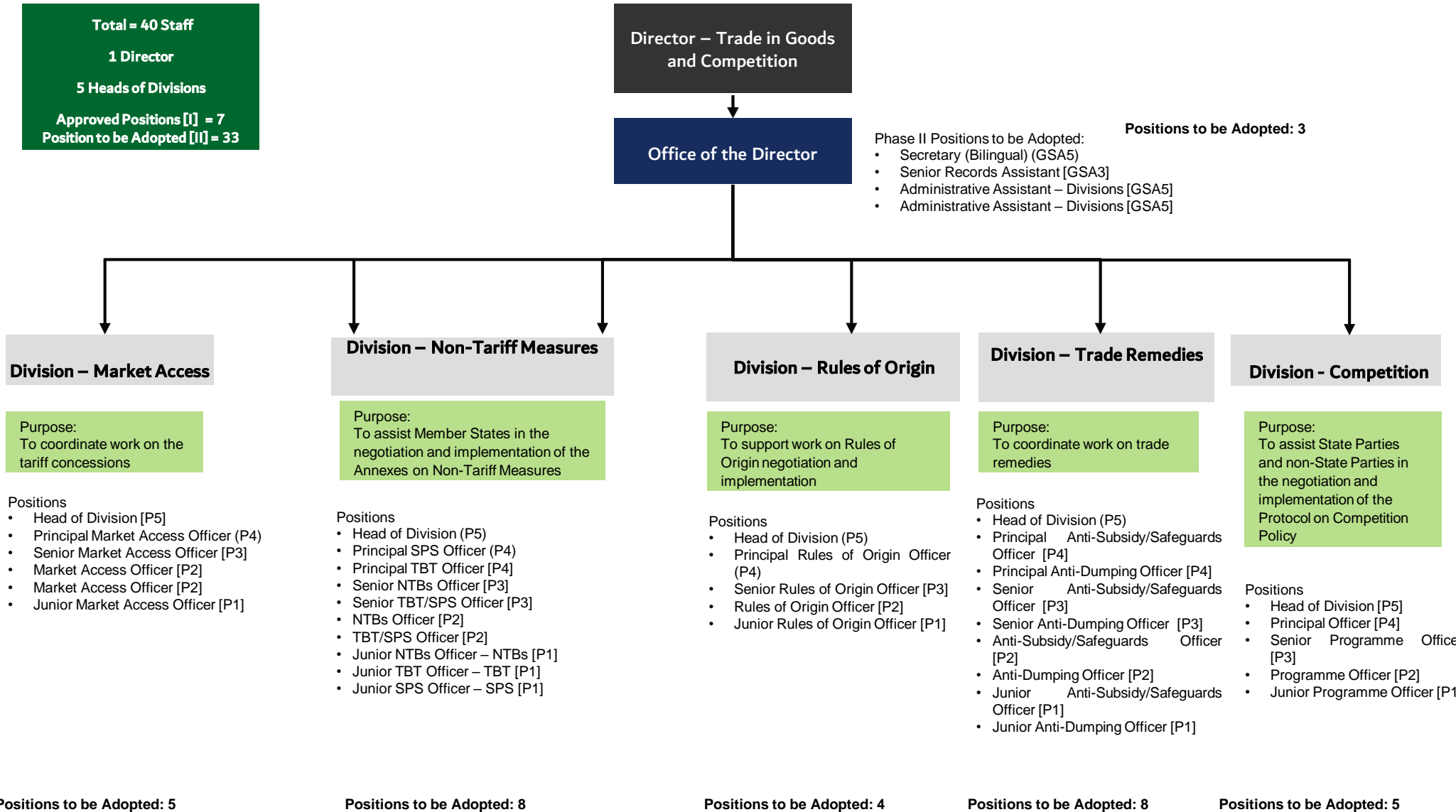
- Women & Youth in Trade and SMEs
- Strategic Planning
- Policy Research & Review
- AfCFTA Liaison Office

# Detailed Purpose and Outputs

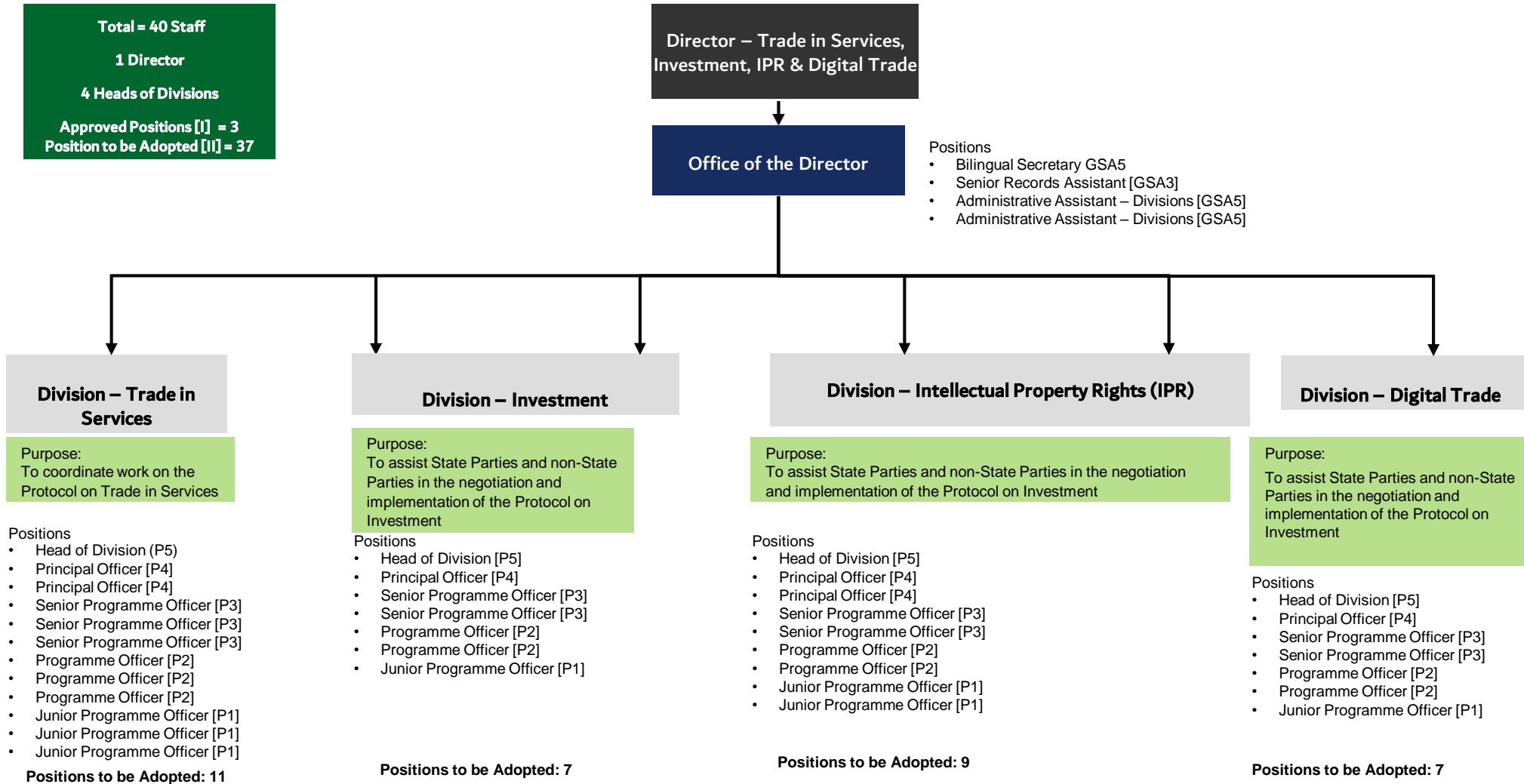




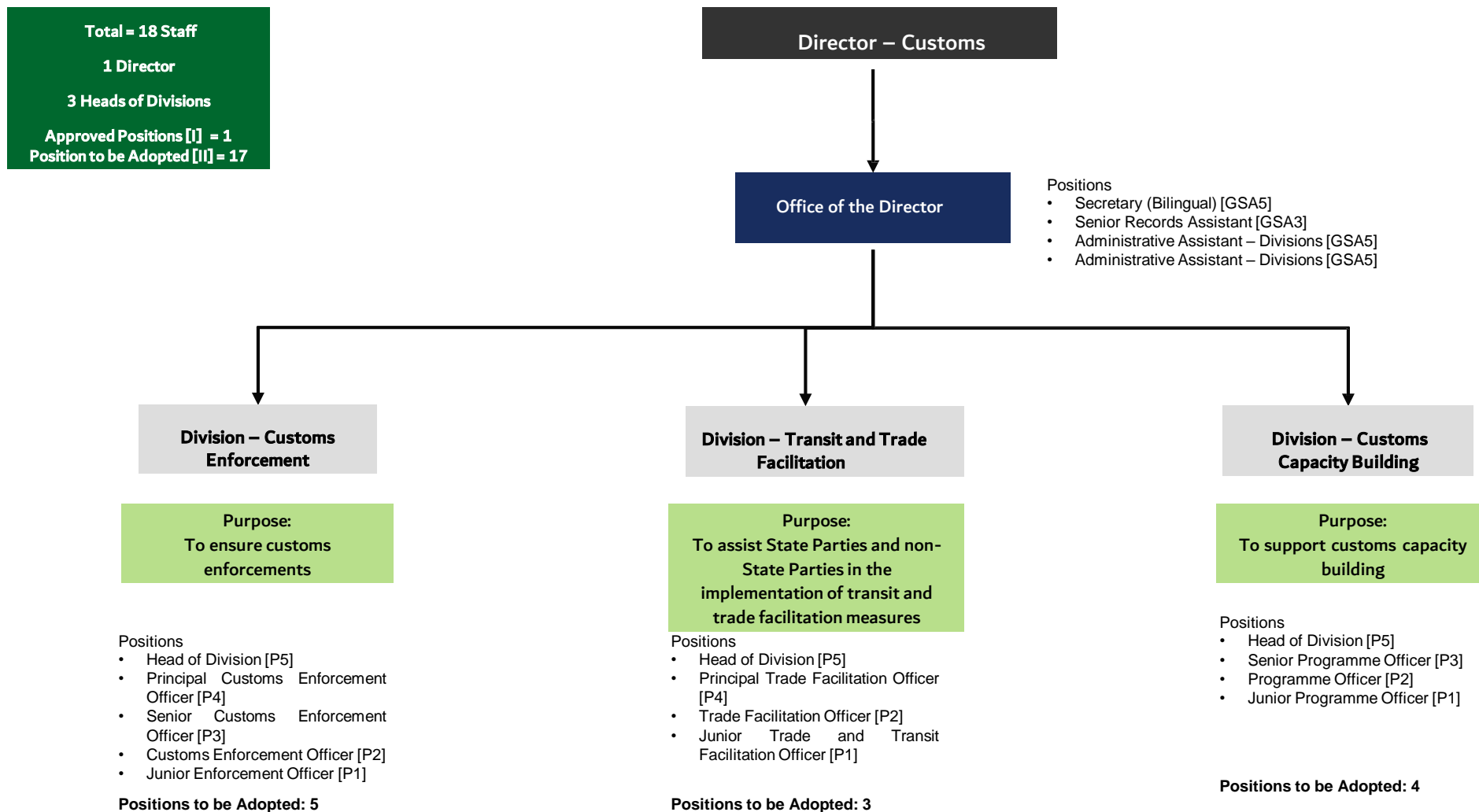
# Detailed Purpose and Outputs



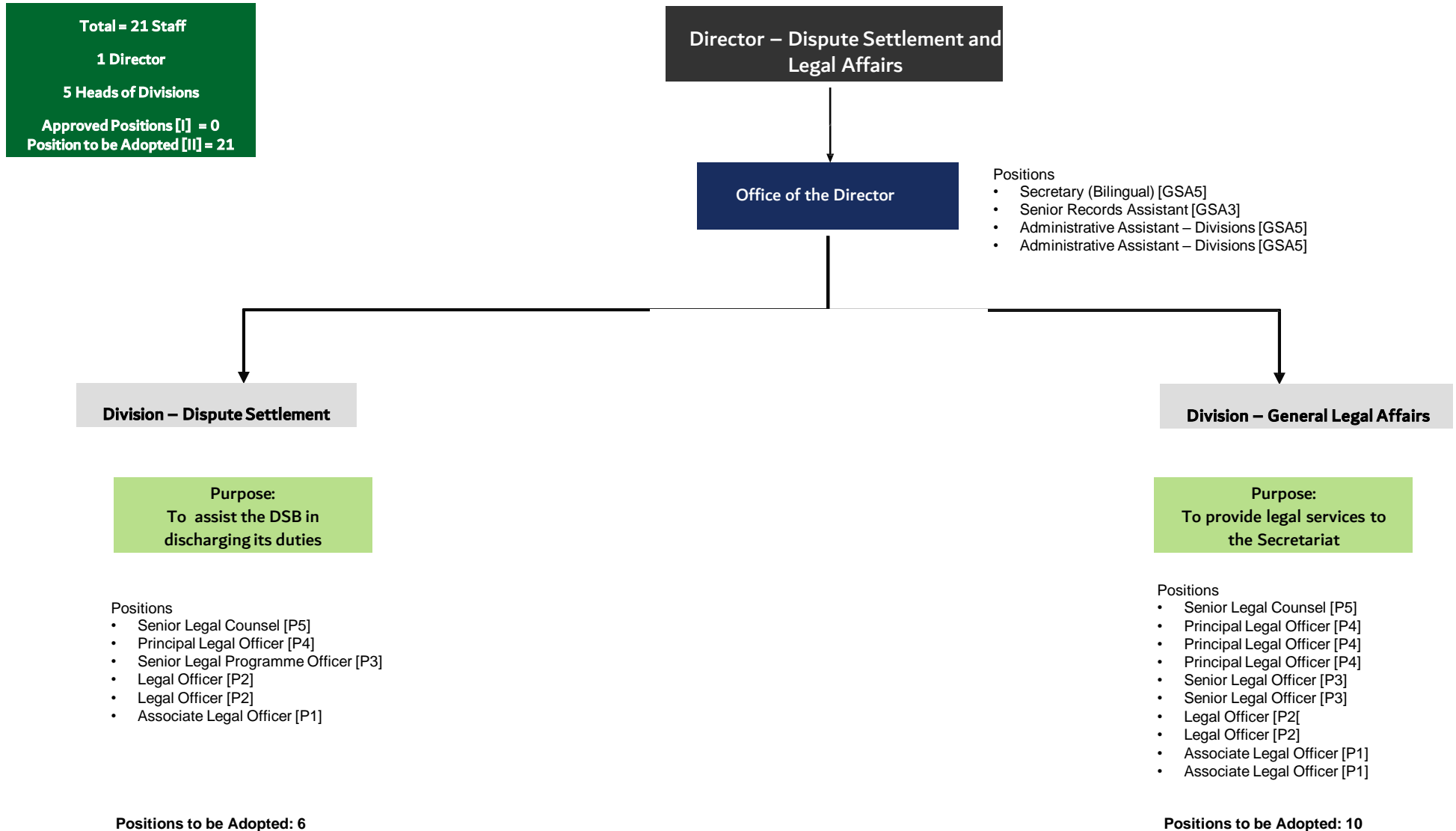
# Detailed Purpose and Outputs



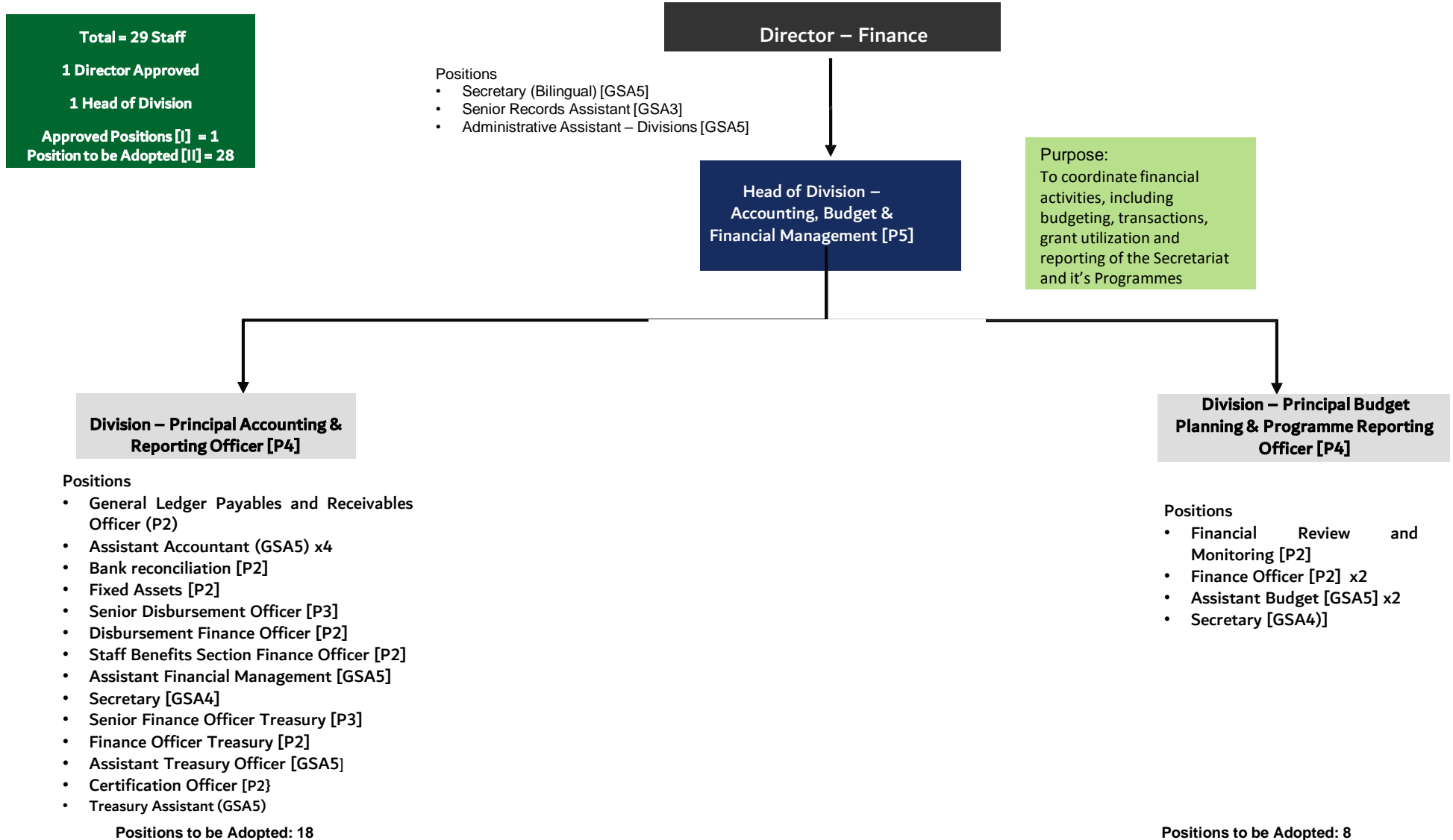
# Detailed Purpose and Outputs



# Detailed Purpose and Outputs



# Detailed Purpose and Outputs



# Detailed Purpose and Outputs

**Total = 70 Staff**  
**1 Director Approved**  
**1 Head of Division Approved**  
**Approved Positions [I] = 6**  
**Position to be Adopted [II] = 64**

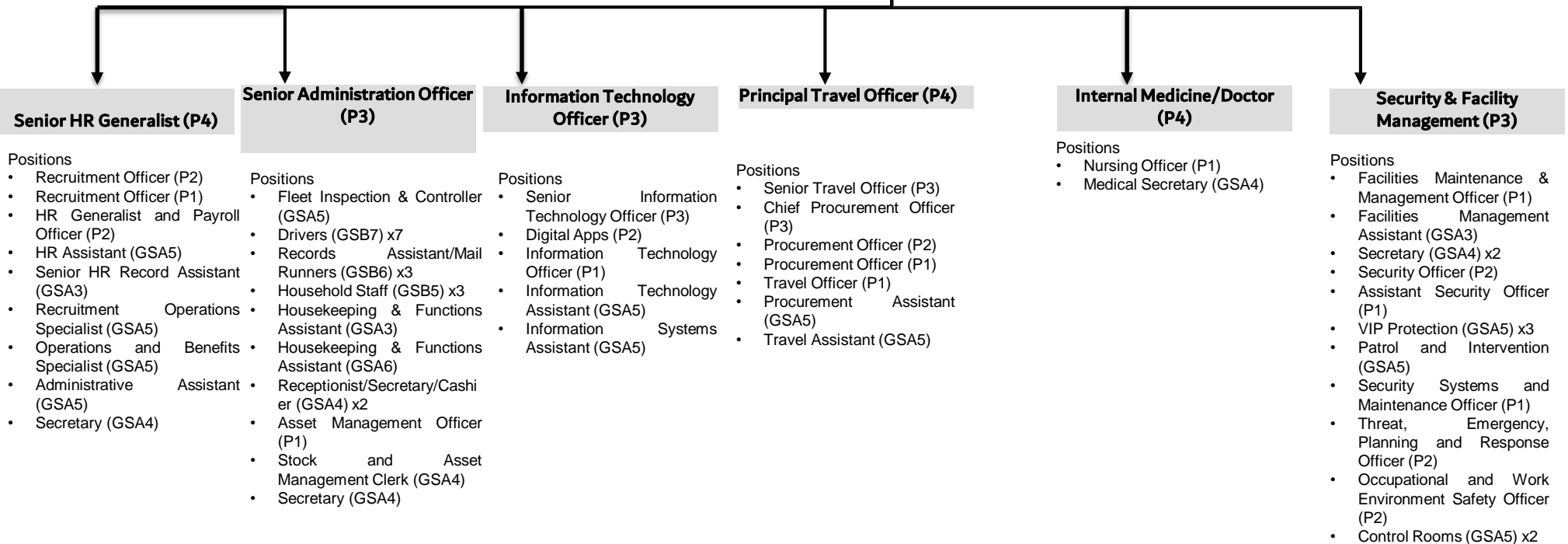
**Director – Administration & Human Resource Management [D1]**

Positions

- Secretary (Bilingual) [GSA5]
- Senior Records Assistant [GSA3]
- Administrative Assistant – Divisions [GSA5]

**Head of Division – Administration & Human Resources Management [P5]**

**Purpose:**  
 To plan, coordinate, organize and execute administrative & HR support in collaboration with Secretariat staff



Positions to be Adopted: 10

Positions to be Adopted: 22

Positions to be Adopted: 6

Positions to be Adopted: 8

Positions to be Adopted: 3

Positions to be Adopted: 17

# Headcount – Phase I & II

Grade	Phase II-Yr1	Phase II-Yr2	Phase II-Yr3	Phase II-Yr4	Total Phase II	Phase I	Total Phase I & II
SP2	-	-	-	-	-	1	1
D2	1	-	-	-	1	-	1
D1	3	-	-	-	3	5	8
P6	-	-	-	-	-	-	-
P5	11	5	-	-	16	11	27
P4	9	10	11	-	30	4	34
P3	12	10	10	11	43	-	43
P2	17	13	13	13	56	-	56
P1	7	10	10	10	37	1	38
GSA5	10	11	12	12	45	4	49
GSA4	12	-	-	-	12	1	13
GSA3	12	-	-	-	12		12
GSB7	3	-	-	-	3	4	7
GSB6	4	-	-	-	4		4
GSB5	3	-	-	-	3		3
	<b>104</b>	<b>59</b>	<b>56</b>	<b>46</b>	<b>265</b>	<b>31</b>	<b>296</b>

## Budget – Phase II

Years	Headcount	Salary and Education Allowance (USD)	Installation Allowance (Variable cost-USD)	Total Cost (USD)
Year 1	104	9,204,845.94	3,711,442.00	12,916,287.94
Year2	59	6,135,216.70	2,647,414.00	
<b>Y1 + Y2</b>	<b>163</b>	<b>15,340,062.64</b>		<b>17,987,476.64</b>
Year3	56	5,607,281.32	2,479,081.00	
<b>Y1+Y2+Y3</b>	<b>219</b>	<b>20,947,343.96</b>		<b>23,426,424.96</b>
Year4	46	4,329,493.29	1,939,866.00	
<b>Y1+Y2+Y3+Y4</b>	<b>265</b>	<b>25,276,837.25</b>		<b>27,216,703.25</b>



# Rationalisation of HeadCount and Budget

Years	Headcount	Salary and Education Allowance (USD)	Installation Allowance (Variable cost-USD)	Total Cost (USD)
<b>Phase I (Approved)</b>	<b>31</b>	<b>4,111,652.00</b>	<b>1,050,400.00</b>	
Year 1	104	9,204,845.94	3,711,442.00	
<b>Year 1 + Phase I</b>	<b>135</b>	<b>13,316,498</b>		<b>17,027,939.94</b>
Year2	59	6,135,216.70	2,647,414.00	
<b>Year 1 + Year 2 + Phase I</b>	<b>194</b>	<b>19,451,714.64</b>		<b>22,099,128.64</b>
Year3	56	5,607,281.32	2,479,081.00	
<b>Year 1 + Year 2 + Year 3 + Phase I</b>	<b>250</b>	<b>25,058,995.96</b>		<b>27,538,076.96</b>
Year4	46	4,329,493.29	1,939,866.00	
<b>Year 1 + Year 2 + Year 3 + Year 4 + Phase I</b>	<b>296</b>	<b>29,388,489.25</b>		<b>31,328,355.25</b>
<b>Year 5</b>	<b>296</b>	<b>29,388,489.25</b>		

# **Re-submitted for consideration and approval**



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**Report of the Commission  
Structural and Financial Implications for the  
African Space Agency (AfSA)**

**06 September 2021**

## 1. Background

The African Union is aware of the unique opportunities for the continent to collectively address socio-economic development over the next 50 years through our people centered Agenda 2063. This agenda recognizes the critical role of space science and technology and has identified among its flagship programmes an “African outer space programme” that enables the continent to harness space sciences, technologies and innovations for Africa’s growth and transformation.

In response to this growing need for Africa to develop a well-structured Space Policy and Strategy that could guide the continent to implement a globally competitive Outer-Space Programme that would enable Member States to harness its space resources in a more coordinated and systematic way, address the continent’s challenges, and develop an African space market and industry the Executive Council through decisions EX.CL/Dec.744(XXII), EX.CL/Dec.746(XXII) and EX.CL/Dec.739(XXII) and recommendations from Sectorial Ministerial Conferences, called upon the Commission to develop a continental space policy.

In January 2016, through decision Assembly/AU/ Dec.589(XXVI), the Heads of State and Government adopted the African Space Policy and Strategy (*annex 1*) as a step towards the realization of an African Outer-Space Programme to develop in the continent capacities in (i) Earth Observation, (ii) Satellite Communication, (iii) Navigation and Positioning, and (iv) Space Science and Astronomy. In this decision the Assembly requested the Commission to evaluate the legal, structural and financial implications for the African Space Agency and report to the Assembly through the relevant structures. The African Space Agency is a critical institutional arrangement for an inclusive architecture of a continental outer-space programme that engages the national and regional institutions in the final collective implementation of the Space Policy and Strategy.

There has been remarkable progress thereafter. Some Member States expressed through the call by the Commission in 2017, their intent to host this African Space Agency according to the criteria for hosting the AU organs EX.CL/195/REV.1. The Heads of State and Government decided on Republic of Egypt to host the African Space Agency through Decision Assembly/AU/Dec.748(XXXII) of 2019.

In January 2018, the Assembly adopted the Statute of the African Space Agency through decision Assembly/AU/Dec.676(XXX) following the recommendation by the Specialized Technical Committees on Education, Science and Technology (STC-EST) in Cairo in October 2017, and the Justice and Legal Affairs (STC-JLA) in

November 2017. The Statute establishes the African Space Agency as an Organ of the African Union. The Statute articulates mandate, governance and management and functions of the Space Agency. The mandate of the AfSA is to promote, advise and coordinate the development and utilization of space science and technology in Africa and associated regulations for the benefit of Africa and the world and forging intra-African and international cooperation. Its objectives are to promote and coordinate the implementation the African Space Policy and Strategy and to conduct activities that exploit space technologies and applications for sustainable development and improvement of the welfare of African. The main functions of the Agency are:

- To implement the African Space Policy and Strategy
- To coordinate a continent wide regulatory framework for space activities in collaboration with other national and international institutions.
- To work directly with the national space agencies when interfacing with the Member States and in the co-management of space activities for the continent.
- Drive a common African position for multilateral engagements.

In direct implementation of Assembly/AU/ Dec.589(XXVI), the Commission carried out consultations with various African space stakeholders and end-users including Regional Economic Communities, national institutions, and the private sector to evaluate the structural and financial implications for the African Space Agency, hereby submitted for consideration by the relevant AU policy Organs for further guidance.

## **2. Proposed Structure of the African Space Agency**

The proposed structure of the African Space Agency (Figure 1) comprises of the Office of the Director General as articulated in *Article 15 of the Statute of the Space Agency* and shall be responsible for the overall management of the Agency and under it are the following offices:

### **(i) Office of the Director General**

The Office of the DG oversees the policy and strategic management and operation of the Agency. In addition to the support staff of the DG, includes the Monitoring and Evaluation Division which

. The M&E are the implementation tools the DG uses for the follow up and monitoring of the implementation of the AfSA programmes and activities. It allows the DG to have daily control and information on the operational matters as well as on management of the AfSA. The Deputy Director General and the other Directors report directly to the DG.

(ii) **Office of the Deputy Director General**

The Office of the DDG oversees the administrative operations of the Agency and is made up of the following Divisions:

- a) Legal Affairs
- b) Facility management
- c) Security
- d) IT, Information Technology which provides the necessary information technologies needed to support the space systems and the general IT services of the Agency. It is made up of the following:
  - 1. Space systems IT
  - 2. General IT Support

(iii) **Corporate Services**

This office handles the administrative operations of the Agency and is made up of the following Divisions:

- e) Human Resources
- f) Finances
- g) Procurement

(iv) **Policy and External Relations**

This office provides policy and strategic planning of the Agency and further manages intra-Africa and international multilateral relations, partnerships and, communication and outreach. It is made up of the following Divisions:

- a) Strategic planning, Cooperation, partnership and Liaison
- b) Policy and strategy
- c) Communication and outreach

(v) **Space Applications**

This is a core technical Office for building Africa's space capacities focusing in particular on operational segments articulated in the African Space Policy and Strategy with a strong focus on maximizing the convergence of technologies and their crosscutting nature for a coherent and unique *African Outer Space Programme*. It is made up of the following four Divisions:

- a) Earth Observation Program
- b) Satellite Communication Program
- c) Navigation and Positioning Program
- d) Astronomy, Space Exploration and Outer Space Science Program

(vi) **Space Operations & Technology**

This Office manages all the space systems, infrastructure, technologies and their operations. All the missions are designed here. It also manages the safety and mission insurance. It is made up of the following:

- a) Safety, Mission Planning and Assurance
- b) Systems, Robotics, Space Infrastructure Management
- c) Assembly, Integration and Testing

**(vii) Innovation, Research & Development**

This Office is responsible for research and development, capacity development and knowledge management. Since innovation, research and development leads to spin-offs in the space market, the Office also manages industry and business development with strong collaboration with private sector. It is made up of the following:

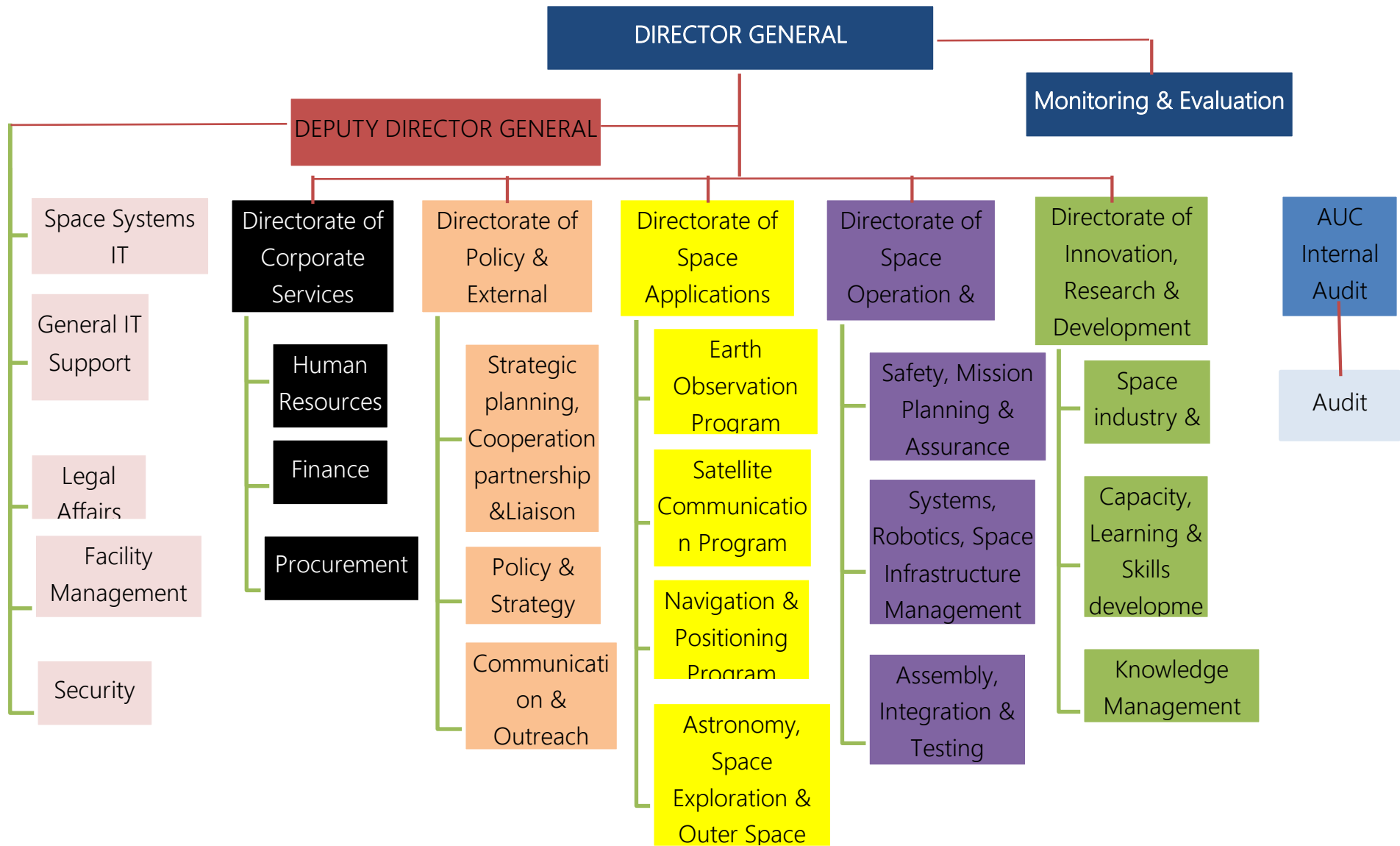
- a) Space industry and Business Development
- b) Capacity, Learning and Skills development
- c) Knowledge Management

**(viii) Audit**

The Audit Office of the Agency for full independency and transparency, reports the AUC Internal Audit as a stand-alone Unit in line with the provisions of the reforms.



Figure 1: Organogram of the African Space Agency



### 3. The Financial Implications of the Structure

Based on the proposed structure of the African Space Agency above (*figure 1*), the financial implications for the AfSA are presented in Table 1 below.

**Table 1:** Financial Implication of the Structure of AfSA

Position	Grade	Units	Monthly salary	Months	Annual salary	Installation expenses	Total
<b>OFFICE OF THE DIRECTOR GENERAL</b>							
Director General	D2-1	1	\$ 16,334.52	12	\$ 196,014.24	\$ 5,000.00	\$ 201,014.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Personal Assistant	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
<b>Monitoring and evaluation Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior monitoring and evaluation Officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Monitoring and evaluation Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Audit Unit</b>							
Senior Auditor	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36

Auditor	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
<b>OFFICE OF THE DEPUTY DIRECTOR GENERAL</b>							
Deputy Director General	D1-5	1	\$ 14,386.03	12	\$ 172,632.36	\$ 5,000.00	\$ 177,632.36
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Legal Affairs Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Legal Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Security Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Security Guards	GSB9	5	\$ 1,150.30	12	\$ 69,018.00	\$ -	\$ 69,018.00
<b>Facility Management Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Facility Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32

Pool of Drivers	GSB7	2	\$ 882.37	12	\$ 21,176.88		\$ 21,176.88
<b>Space Systems IT Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>General IT Support Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior IT officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
IT Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>CORPORATE SERVICES DIRECTORATE</b>							
Director	D1	1	\$ 14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Human Resource</b>							
Section Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
HR Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Finance</b>							
Section Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88

Senior Finance Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Finance Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Procurement</b>							
Section Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>POLICY AND EXTERNAL RELATIONS DIRECTORATE</b>							
Director	D1	1	\$ 14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Strategic planning, Cooperation, Partnership &amp; Liaison Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Policy and Strategy Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36

Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Communication &amp; Outreach Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>SPACE APPLICATIONS DIRECTORATE</b>							
Director	D1	1	\$ 14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Earth Observation Development Division</b>							
Program Manager	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Satellite Communications program Division</b>							
Program Manager	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72

Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Navigation &amp; Positioning Division</b>					\$ -	\$	-
Program Manager	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Astronomy, Space Exploration &amp; Outer Space Science Division</b>							
Program Manager	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>SPACE OPERATIONS AND TECHNOLOGY DIRECTORATE</b>							
Director	D1	1	\$ 14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Safety, Mission Planning &amp; Assurance Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72

Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Systems, Robotics, &amp; Space Infrastructure Management Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Assembly, Integration &amp; Testing Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	4	\$ 7,101.01	12	\$ 340,848.48	\$ 4,180.00	\$ 345,028.48
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>INNOVATION, RESEARCH &amp; DEVELOPMENT DIRECTORATE</b>							
Director	D1	1	\$ 14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Personal Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32		\$ 18,679.32
<b>Space industry &amp; Business Development Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36



Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Capacity, Learning &amp; Skills Development Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Knowledge Management Division</b>							
Head	P5	1	\$ 10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Total</b>		<b>156</b>					<b>\$ 13,101,302.48</b>

#### 4. Proposed Implementation Approach

While space sciences, technologies and innovations are critical and provide a unique opportunity for the continent to collectively address socio-economic development and spur Africa's growth and transformation, the Commission is aware that there are often complex and cost intensive. Therefore, a common continental approach, that is well coordinated and systematic will allow the sharing of the costs, expertise, and the enabling infrastructure (including data); reduction of risks and collective management of strategic programmes. The Commission therefore proposes a gradual 3 Step Phased implementation Approach for the establishment of AfSA over a period of five-years. The 3 steps are outlined below:

##### Step 1

This is the formation period, which includes filling up key positions for the initial operation of the Space Agency. The financial implication for Step 1 is shown in Table 2 below:

Table 2: Step 1 Financial Implications

Position	Grade	Units	Monthly salary	Months	Annual salary	Installation expenses	Total
<b>OFFICE OF THE DIRECTOR GENERAL</b>							
Director General	D2	1	\$16,334.52	12	\$ 16,334.52	\$ 5,000.00	\$ 21,334.52
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Personal Assistant	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
<b>Monitoring and evaluation Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88

Monitoring and evaluation Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>OFFICE OF THE DEPUTY DIRECTOR GENERAL</b>							
<b>Legal Affairs Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Legal Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Security Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Security Guards	GSB9	5	\$ 1,150.30	12	\$ 69,018.00	\$ -	\$ 69,018.00
<b>Facility Management Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Facility Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Pool of Drivers	GSB7	2	\$ 882.37	12	\$ 21,176.88	\$ -	\$ 21,176.88
<b>Space Systems IT Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88

Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>General IT Support Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
IT Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>CORPORATE SERVICES DIRECTORATE</b>							
<b>Human Resource</b>							
Section Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
HR Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Finance</b>							
Section Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Finance Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Procurement</b>							
Section Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistants	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>POLICY AND EXTERNAL RELATIONS DIRECTORATE</b>							

Strategic planning, Cooperation, Partnership & Liaison Division							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
SPACE APPLICATIONS DIRECTORATE							
Earth Observation Development Division							
Program Manager	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Satellite Communications program Division							
Program Manager	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Navigation & Positioning Division							
Program Manager	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Astronomy, Space Exploration & Outer Space Science Division							

Program Manager	P5	1	\$10,536.74	12	\$126,440.88	\$4,180.00	\$130,620.88
Officers	P2	1	\$7,101.01	12	\$85,212.12	\$4,180.00	\$89,392.12
Administrative Assistant	GSA5	1	\$1,556.61	12	\$18,679.32	\$-	\$18,679.32
<b>SPACE OPERATIONS AND TECHNOLOGY DIRECTORATE</b>							
<b>Safety, Mission Planning &amp; Assurance Division</b>							
Head	P5	1	\$10,536.74	12	\$126,440.88	\$4,180.00	\$130,620.88
Officers	P2	1	\$7,101.01	12	\$85,212.12	\$4,180.00	\$89,392.12
Administrative Assistant	GSA5	1	\$1,556.61	12	\$18,679.32	\$-	\$18,679.32
<b>Systems, Robotics, &amp; Space Infrastructure Management Division</b>							
Head	P5	1	\$10,536.74	12	\$126,440.88	\$4,180.00	\$130,620.88
Officers	P2	1	\$7,101.01	12	\$85,212.12	\$4,180.00	\$89,392.12
Administrative Assistant	GSA5	1	\$1,556.61	12	\$18,679.32	\$-	\$18,679.32
<b>Assembly, Integration &amp; Testing Division</b>							
Head	P5	1	\$10,536.74	12	\$126,440.88	\$4,180.00	\$130,620.88
Officers	P2	1	\$7,101.01	12	\$85,212.12	\$4,180.00	\$89,392.12
Administrative Assistant	GSA5	1	\$1,556.61	12	\$18,679.32	\$-	\$18,679.32
<b>Total</b>		<b>60</b>					<b>\$4,199,687.40</b>

## Step 2

Step 2 is an intermediate phase that will build on the positions filled in step 1 to boost the operations of the Agency. The cost implications for step 2 entails filling up the next fundamental positions in the third year.

### Table 3: Step 2 Financial Implications

[illegible]

Senior Finance Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Finance Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
<b>Procurement</b>							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
<b>POLICY AND EXTERNAL RELATIONS DIRECTORATE</b>							
Director	D1	1	\$14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Communication &amp; Outreach Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>SPACE APPLICATIONS DIRECTORATE</b>							
Director	D1	1	\$14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Earth Observation Development Division</b>							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36



Satellite Communications program Division							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
Navigation & Positioning Division							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
Astronomy, Space Exploration & Outer Space Science Division							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
SPACE OPERATIONS AND TECHNOLOGY DIRECTORATE							
Director	D1	1	\$14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
Safety, Mission Planning & Assurance Division							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
Systems, Robotics, & Space Infrastructure Management Division							
Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
Assembly, Integration & Testing Division							

Senior Officers	P3	2	\$ 8,076.78	12	\$ 193,842.72	\$ 4,180.00	\$ 198,022.72
Officers	P2	3	\$ 7,101.01	12	\$ 255,636.36	\$ 4,180.00	\$ 259,816.36
<b>INNOVATION, RESEARCH &amp; DEVELOPMENT DIRECTORATE</b>							
Director	D1	1	\$14,639.20	12	\$ 175,670.40	\$ 5,000.00	\$ 180,670.40
Personal Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32		\$ 18,679.32
<b>Space industry &amp; Business Development Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Capacity, Learning &amp; Skills Development Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Knowledge Management Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32
<b>Total</b>		<b>62</b>					<b>\$ 5,497,760.87</b>

### Step 3

Beginning the 5<sup>th</sup> year the AfSA will be fully operational with all key positions filled and staff members are on board according to *Figure 1*. The total cost for this final step is shown in Table 4 below:

### Table 4: Step 3 Financial Implications

Position	Grade	Units	Monthly salary	Months	Annual salary	Installation expenses	Total
OFFICE OF THE DIRECTOR GENERAL							
Senior monitoring and evaluation Officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Monitoring and evaluation Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Audit Unit							
Senior Auditor	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Auditor	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
OFFICE OF THE DEPUTY DIRECTOR GENERAL							
Legal Affairs Division							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Legal Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Security Division							

Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
<b>Facility Management Division</b>							
Senior Officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Facility Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
Pool of Drivers	GSB7	0		12	\$ -		\$ -
<b>Space Systems IT Division</b>							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
<b>General IT Support Division</b>							
Senior IT officer	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
IT Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
<b>POLICY AND EXTERNAL RELATIONS DIRECTORATE</b>							
<b>Strategic planning, Cooperation, Partnership &amp; Liaison Division</b>							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
<b>Policy and Strategy Division</b>							
Head	P5	1	\$10,536.74	12	\$ 126,440.88	\$ 4,180.00	\$ 130,620.88
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Administrative Assistant	GSA5	1	\$ 1,556.61	12	\$ 18,679.32	\$ -	\$ 18,679.32

Communication & Outreach Division							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	1	\$ 7,101.01	12	\$ 85,212.12	\$ 4,180.00	\$ 89,392.12
INNOVATION, RESEARCH & DEVELOPMENT DIRECTORATE							
Space industry & Business Development Division							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Capacity, Learning & Skills Development Division							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
Knowledge Management Division							
Senior Officers	P3	1	\$ 8,076.78	12	\$ 96,921.36	\$ 4,180.00	\$ 101,101.36
Officers	P2	2	\$ 7,101.01	12	\$ 170,424.24	\$ 4,180.00	\$ 174,604.24
<b>Total</b>		<b>34</b>					<b>\$ 3,136,988.16</b>



**AFRICAN SPACE AGENCY**

# **Structural and Financial Implications**

**September 6<sup>th</sup>, 2021**



# CONTEXT AND DECISIONS TAKEN BY MEMBER STATES

- The Agenda 2063 recognizes the critical role of space science and technology.
- “African outer space programme” is an AU flagship programme that enables the continent to harness space sciences, technologies and innovations for Africa’s growth and transformation.
- The Executive Council through decisions EX.CL/Dec.744(XXII), EX.CL/Dec.746(XXII) and EX.CL/Dec.739(XXII) called upon the Commission to develop continental space policy and strategy.
- In January 2016, through decision Assembly/AU/ Dec.589(XXVI), the Heads of State and Government adopted the African Space Policy and Strategy as a step towards the realization of an African Outer-Space Programme to develop in the continent capacities in (i) Earth Observation, (ii) Satellite Communication, (iii) Navigation and Positioning, and (iv) Space Science and Astronomy.



## CONTEXT AND DECISIONS TAKEN BY MEMBER STATES (2)

- In the same decision Assembly/AU/ Dec.589(XXVI) of January 2016, the Assembly requested the Commission to evaluate the legal, structural and financial implications for the African Space Agency and report to the Assembly through the relevant structures.
- In January 2018, the Assembly adopted the Statute of the African Space Agency through decision Assembly/AU/Dec.676(XXX) following the recommendation by the Specialized Technical Committees on Education, Science and Technology (STC-EST) in Cairo in October 2017, and the Justice and Legal Affairs (STC-JLA) in November 2017. The Statute establishes the African Space Agency as an Organ of the African Union. The Statute articulates mandate, governance and management and functions of the Space Agency.
- The Heads of State and Government decided on Republic of Egypt to host the African Space Agency through Decision Assembly/AU/Dec.748(XXXII) of 2019.
- In direct implementation of Assembly/AU/ Dec.589(XXVI), the Commission carried out consultations with various African space stakeholders and end-users including Regional Economic Communities, national institutions and the private sector to evaluate the structural and financial implications for the African Space Agency.





# The African Space Agency

## Establishment

The African Space Agency (AfSA) is established as an Organ of the African Union

## Mandate

Promoting, advising and coordinating the development and utilization of space science and technology in Africa and associated regulations for the benefit of Africa and the world and forging intra-African and international cooperation.

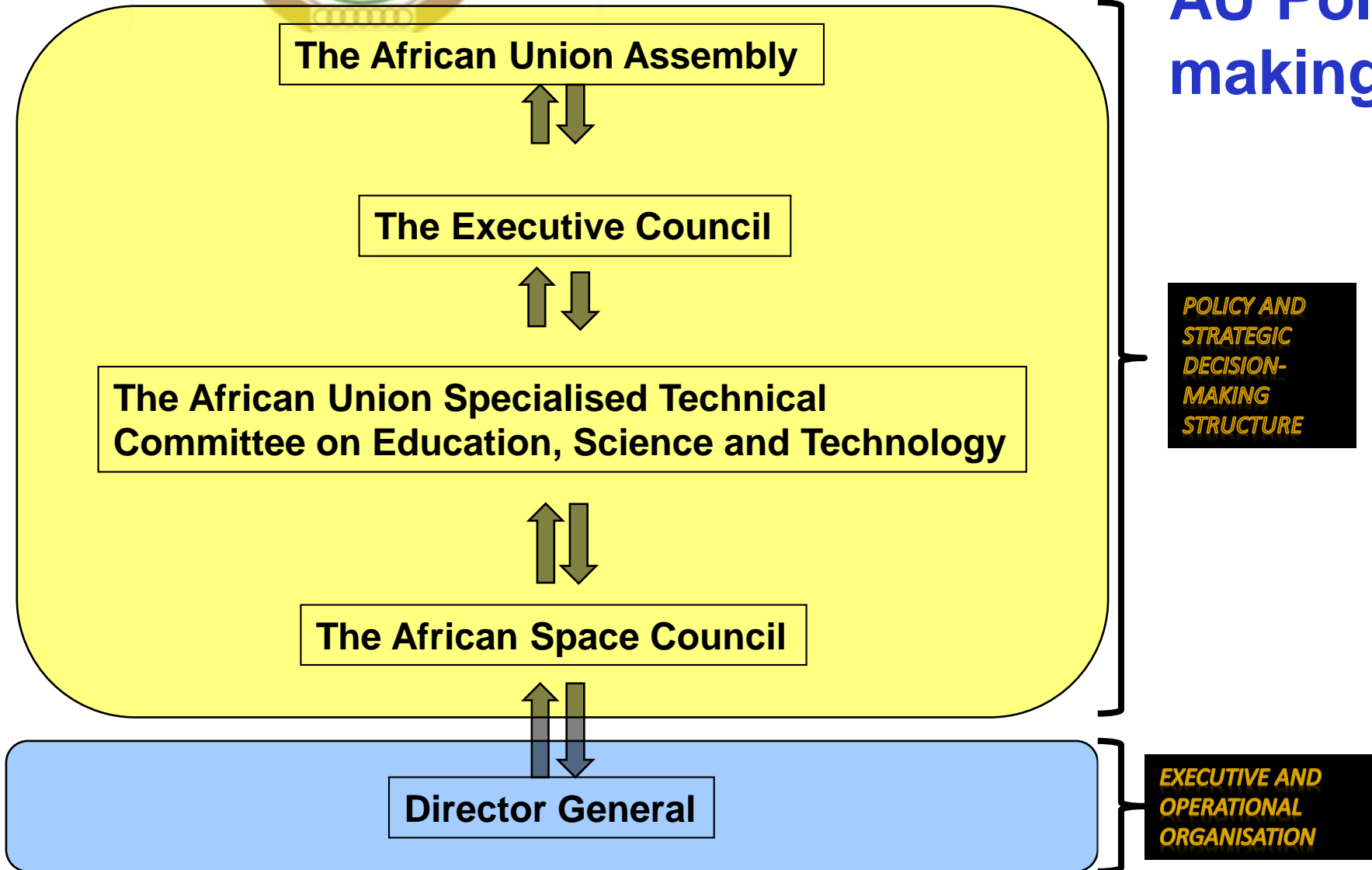
## Objectives

- To promote and coordinate the implementation the African Space Policy and Strategy and;
- To conduct activities that exploit space technologies and applications for sustainable development and improvement of the welfare of Africans

## Functions of the Agency

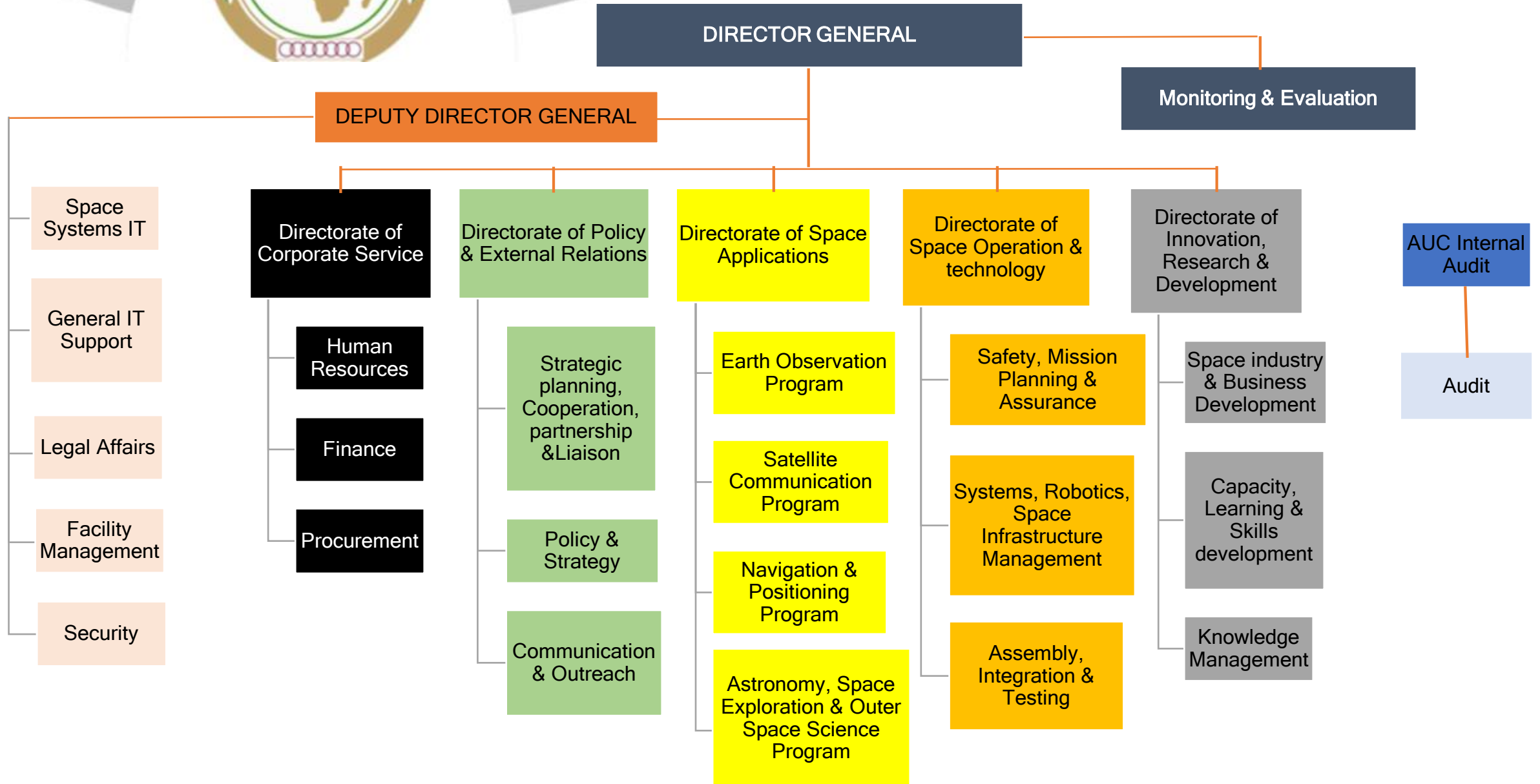
- To implement the African Space Policy and Strategy
- To coordinate a continent wide regulatory framework for space activities in collaboration with other national and international institutions.
- To work directly with the national space agencies when interfacing with the Member States and in the co-management of space activities for the continent.
- Drive a common African position for multilateral engagements.

# Link of the The African Space Agency with the AU Policy Decision making process





# STRUCTURE OF THE AFRICAN SPACE AGENCY





## OFFICE OF THE DIRECTOR GENERAL

Total staff for  
Director general  
Office: 8 -9

<i>Office of the Director General</i>		
Director General	D-2	1
Administrative Assistant	GSA5	1
Personal Assistant	P3	1
<b>Total</b>		<b>3</b>

<i>Monitoring and Evaluation Division</i>		
Head	P5	1
Senior monitoring and evaluation Officer	P3	<del>1</del> 2
Monitoring and evaluation Officers	P2	2
Administrative Assistants	GSA5	1
<b>Total staff</b>		<b><del>5</del> 6</b>



# AUDIT UNIT AT AfSA

Total staff for Audit  
Unit: 3

AUC Internal Audit

AUDIT UNIT

<i><b>Audit Unit</b></i>		
Senior Auditor	P3	1
Auditor	P2	2
<b>Total</b>		<b>3</b>



# DIRECTORATE OF THE DEPUTY DIRECTOR GENERAL

Total staff for DDG: 30

## Office of the Deputy Director General

Deputy Director General	D1-5	1
Administrative Assistant	GSA5	1

### *Space Systems IT Division*

Head	P 5	1
Senior Space Systems IT Officers	P3	1
Space Systems IT Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total</b>		<b>5</b>

### *Legal Affairs Division*

Head	P5	1
Senior Legal Officers	P3	1
Legal Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>

### *General IT Support Division*

Head	P4 5	1
Senior IT officer	P3	1
IT Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total</b>		<b>5</b>

### *Facility Management Division*

Head	P5	1
Senior Facility Management Officer	P3	1
Facility Officers	P2	2
Administrative Assistant	GSA5	1
Pool of Drivers	GSB7	2
<b>Total staff</b>		<b>7</b>

### *Security Division*

Head	P5	1
Senior Security Officers	P3	1
Security Officers	P2	2
Security Guards	GSB9	3
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>6</b>



# DIRECTORATE OF CORPORATE SERVICE

## Office of the Director for Corporate Services

Director	D1	1
Administrative Assistant	GSA5	1

Total staff for  
corporate service  
Directorate: 17

### *Human Resource Division*

Head	P5	1
Senior HR Officers	P3	1
HR Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>

### *Finance Division*

Head	P5	1
Senior Finance Officers	P3	1
Finance Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>

### *Procurement Division*

Head	P5	1
Senior Procurement Officers	P3	1
Procurement Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>



# DIRECTORATE OF POLICY AND EXTERNAL RELATIONS

## Office of the Director Policy and External Relations

Director	D1	1
Administrative Assistant	GSA5	1

Total staff for Policy and External Relations Directorate: 17

### *Strategic planning, Cooperation, Partnership & Liaison Division*

Head	P5	1
Senior Strategic planning, Cooperation, Partnership & Liaison Officers	P3	1
Strategic planning, Cooperation, Partnership & Liaison Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>

### *Policy and Strategy Division*

Head	P5	1
Senior Policy and Strategy Officers	P3	1
Policy and Strategy Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>

### *Communication & Outreach Division*

Head	P5	1
Senior Communication & Outreach Officers	P3	1
Communication & Outreach Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>5</b>





# DIRECTORATE OF SPACE APPLICATIONS

## Office of the Director of Space Applications

Director	D1	1
Administrative Assistant	GSA5	1

Total staff for Space Applications Directorate:  
34

### ***Earth Observation Division***

Head	P5	1
Senior Earth Observation Officers	P3	2
Earth Observation Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>8</b>

### ***Navigation & Positioning Division***

Head	P5	1
Senior Navigation & Positioning Officers	P3	2
Navigation & Positioning Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>8</b>

### ***Satellite Communications Division***

Head	P5	1
Senior Satellite Communications Officers	P3	2
Satellite Communications Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total</b>		<b>8</b>

### ***Astronomy and Space Science Division***

Head	P5	1
Senior Astronomy and Space Science Officers	P3	2
Astronomy and Space Science Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total staff</b>		<b>8</b>



# DIRECTORATE OF SPACE OPERATIONS & TECHNOLOGY

## Office of the Director of Space Operations & Technology

Director	D1	1
Administrative Assistant	GSA5	1

Total staff for Space  
Operations & Technology  
Directorate: 26

### ***Safety, Mission Planning & Assurance Division***

Head	P5	1
Senior Safety, Mission Planning & Assurance Officers	P3	2
Safety, Mission Planning & Assurance Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total</b>		<b>8</b>

### ***Systems, Robotics & Space Infrastructure Management Division***

Head	P5	1
Senior Systems, Robotics & Space Infrastructure Management Officers	P3	2
Systems, Robotics & Space Infrastructure Management Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total</b>		<b>8</b>

### ***Assembly, Integration & Testing Division***

Head	P5	1
Senior Assembly, Integration & Testing Officers	P3	2
Assembly, Integration & Testing Officers	P2	4
Administrative Assistant	GSA5	1
<b>Total</b>		<b>8</b>



# DIRECTORATE OF INNOVATION, RESEARCH & DEVELOPMENT

## Office of the Director of Innovation, Research & Development

Director	D1	1
Personal Assistant	GSA5	1

Total staff for Innovation  
Research & Development  
Directorate: 17

### *Space industry & Business Development Division*

Head	P5	1
Senior Space industry & Business Development Officers	P3	1
Space industry & Business Development Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total</b>		<b>5</b>

### *Capacity, Learning & Skills development Division*

Head	P5	1
Senior Capacity, Learning & Skills development Officers	P3	1
Capacity, Learning & Skills development Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total</b>		<b>5</b>

### *Knowledge Management Division*

Head	P5	1
Senior Knowledge Management Officers	P3	1
Knowledge Management Officers	P2	2
Administrative Assistant	GSA5	1
<b>Total</b>		<b>5</b>



## Proposed AfSA Staff Strength

Position	Phase 1	Phase 2	Phase 3	Total
D2	1	0	0	1
D1	0	6	0	6
P5	17	4	1	22
P3	1	17	13	31
P2	16	25	19	60
GSA5	18	10	1	29
GSB9	5	0	0	5
GSB7	2	0	0	2
Total	60	62	34	156



# Financial implications

- **Step 1: Establishment**

- ✓ Setting up the facilities and offices and filling up key positions to for the initial operation of the Space Agency
- ✓ Cost: **US\$ 4,199,687.40** The financial implication for Step 1 including the operational assets

- **Step 2: Intermediate phase (year 3 after the Establishment)**

- ✓ Step 2 is an intermediate phase that will build on the positions filled in step 1 to boost the operations of the Agency.
- ✓ Cost: **US\$ 5,497,760.87** The Cost implications for step 2 entails filling up the next fundamental positions in the third year providing a strong focus on the programme implementation.

- **Step 3: Fully operational**

- ✓ Beginning the 5<sup>th</sup> year, the AfSA will be fully operational with all key positions filled and staff members on board. The programs are defined, and the Strategic Plan developed and guiding the operations of the Agency
- ✓ Cost: **US\$ 3,139,988.16**

**AFRICAN PEER REVIEW MECHANISM****JOB DISCRIPTION SUMMARY**

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
1	Chief Executive Officer	Special 3	<p>1. To strategically lead the APRM towards achieving its mandate of ensuring that the policies and practices of participating states conform to the agreed political, economic and corporate governance values, codes and standards contained in the Declaration on Democracy, Political, Economic and Corporate Governance</p> <p>2. Lead and monitor the development, maintenance, facilitation and implementation of integrated country monitoring, evaluation and country reviews.</p> <p>3. Drive and approve the design and implementation of new initiatives and changes to existing initiatives.</p> <p>4. Approve and monitor the implementation of short- and long-range organizational monitoring, evaluation and review goals and objectives across the member states.</p> <p>5. Lead the strategic planning process and the formulation of the annual performance plan and ensure they are communicated to all stakeholders.</p> <p>6. Drive the establishment of APRM performance and delivery standards and ensure there is a mechanism to monitor and report on progress and achievement.</p> <p>7. Lead the facilitation of organisational vertical and lateral integration and alignment.</p> <p>8. Lead the establishment and maintenance of integrated governance practices.</p> <p>9. Lead the integration of the medium-term strategic framework in organisational plans and monitor the implementation and compliance throughout the organisation.</p> <p>10. Lead the approval and establishment of financial norms and standard in accordance with the applicable governance framework.</p> <p>11. Lead, oversee and monitor the establishment of financial and supply</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
2	Chief of Staff	P6	<p>1. Works with the CEO in setting organisational and Directorate and unit-level strategic priorities: Helping the CEO to identify the areas where they must direct their focus and identifying metrics for success. Revisiting regularly and evaluating progress.</p> <p>2. Manages strategically a leader's time: working with assistant, looking at long term travel calendar, evaluating opportunities and determining fit with priorities.</p> <p>3. Sets up meeting preparation and follow up: reviewing upcoming meetings for the week to ensure the leader has all of the information needed to be as productive as possible and sending out agendas or documents to meeting attendees as necessary.</p> <p>4. Reviews internal and external communications: drafting organisational newsletters, reports, pitch decks, speeches, or presentations for the CEO.</p> <p>5. Monitors information flow: Sometimes acting as a gatekeeper, ensuring a CEO's involvement in a project or decision-making process at the right moment.</p>	Master's Degree
3	Technical Advisor- Governance, Reviews and Assessments	P5	<p>1. Advises and drives key stakeholder relationships within member countries and beyond.</p> <p>2. Leads creation and continuous improvement of governance policies and protocols.</p> <p>3. Collaborates and drives governance and oversight through APR Forum, Committee of Focal Points and APR Panel of Eminent Persons.</p> <p>4. Act as trusted advisor to the CEO on matters relating to the African Union and continental politics.</p> <p>5. Supports integration into AU structures.</p> <p>6. Supports induction and integration of new Panel members.</p> <p>7. Be responsible for developing the framework for establishing the AGC.</p> <p>8. Support the development of a work plan based on all relevant documentation, including support to the consultation and approval processes.</p> <p>9. Plan all curricula development phases, including activities, timelines, budget and expected outputs from each activity.</p> <p>10. Provide technical input into the planning, development, field-testing, and evaluation of the curricula in case if you want to train colleagues.</p> <p>11. Draft materials as needed with input from implementing institutions and experts.</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
4	Special Assistant to CEO	P3	<p>1. Preparing draft conceptual items according to the vision, guidelines and directives of the CEO for analysis and discussion in the Commissioners meetings</p> <p>2. Ensuring the follow-up on official correspondence;</p> <p>3. Liaising with the Heads of Directorates/Divisions for technical data;</p> <p>4. Ensuring the preparation and finalization of speeches, deliberations, briefing notes for the CEO in close collaboration with related Directors;</p> <p>5. Making synthesis of the mission reports and drawing the attention of the CEO to the aspects which require his/her involvement;</p> <p>6. Attending meetings of the CEO with diplomatic and other dignitaries and submit minutes;</p> <p>7. Preparing drafts with regard to general issues that may not involve the Directorate or Divisions;</p> <p>8. Monitoring daily news and events and make summaries for the CEO;</p> <p>9. Serving as contact point in the CEO's office and as such ensure dissemination of information, including the CEO's statements, reports etc.. to all Directorates;</p> <p>10. Establishing contact with technical staff of Member States when instructed by the CEO;</p> <p>11. Establishing contacts with the Chairperson while on mission;</p>	Master's Degree/Bachelor's Degree
5	Private Secretary	GSAS	<p>1. Organising meetings, conferences, workshops for the Sectors/Units, which include arranging/confirming meetings, book accommodation, arranging transport, catering services and, etc.</p> <p>2. Make travel arrangements, and prepare travel documentation, and follow up on approval.</p> <p>3. Keep diary of the CEO.</p> <p>4. Draft letters and other correspondence on behalf of CEO and other Professional Staff in the Units.</p> <p>5. Lay-out reports using appropriate software, check information and data for procedural accuracy and, formatting.</p> <p>6. Facilitate translation of documents from English to French and from French to English and other AU languages.</p> <p>7. Check, receive, sort and distribute correspondence, reports and other material and transmit correspondence, documents, etc. for e.g. by mail, courier service or other means for the Units.</p> <p>8. Draft and finalise minutes of meetings and prepare and edit reports.</p> <p>9. Provide organizational, administrative, logistical and secretarial support to the Units, details of these tasks include but not limited to:</p>	Diploma/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
6	Senior Auditor	P3	<p>1. Formulate the audit strategy and audit plans (including annual plans) to optimise audit coverage that is aligned with the organisation's strategy, with the requirements of its risk environment and the requirements of the external audit</p> <p>2. Identify organisational risks and internal controls already implemented through independent assessment and engagement with the leadership.</p> <p>3; Evaluate the adequacy of controls and recommend the most appropriate controls (where non-existent), aligned to organisational policies and procedures.</p> <p>4. Conduct a risk assessment of assigned areas within required timelines.</p> <p>5. Formulate a risk based internal audit plan on an annual basis to offer comprehensive audit coverage to the APRM.</p> <p>6. Conduct audit testing of specified processes and platforms to test the adequacy of the design and operational effectiveness of controls.</p> <p>7. Ensure test results are documented on audit working papers.</p> <p>9. Evaluate the test results and make recommendations to correct unsatisfactory conditions.</p> <p>10. Follow up on queries raised by the Senior Coordinator: Finance, Administration and HR upon reviews of working papers and conclude on audit test results.</p> <p>11. Validate audit issues identified through discussion with management and a review of mitigating controls.</p> <p>12. Ensure the production and submission of timely and clear audit reports to auditees with recommendations aimed at strengthening the overall control environment.</p> <p>13. Conduct closeout meetings with process owners to discuss and finalise the audit report.</p> <p>14. Advise management on systems and processes requiring improvement.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
7	Senior AU Liaison Officer	P3	<p>1. Maintain active and regular communication with Member States Permanent Missions to the AU, the African Union Commission, the Peace and Security Council (PSC) and other Pillars of the African Peace and Security Architecture, international and regional organizations.</p> <p>2. Provide analysis and briefings to the APRM CEO on relevant AU Developments.</p> <p>3. Act as the APRM direct point of contact with the AU and international organizations and regional organizations in based in Addis Ababa, Ethiopia.</p> <p>3. Liaise with relevant African Union Commission Departments to ensure collaboration and cooperation in the implementation of respective mandates.</p> <p>4. Promote accession to the APRM by Non-Participating States.</p> <p>5. Represents the APRM CEO in meetings of the AU's Permanent Representatives Committee, PSC and AUC.</p> <p>6. Ensures that that the APRM Review Reports and Assessments and other Reports it produces are integrated within the AU Conflict Prevention Mechanisms and the Continental Early Warning System.</p> <p>7. Prepares presentations, talking points and statements for the APRM CEO on AU matters.</p> <p>8. Follow ups on the implementation of Decisions of the AU Policy Organs by APRM structures.</p> <p>9. Provide administrative and logistical support to the APRM Elected Officials during official missions in Addis Ababa, Ethiopia.</p>	Master's Degree/Bachelor's Degree
8	Senior Early Warning and Conflict Prevention Officer	P3	<p>1. Provide information and analysis to the Principal Officer during the review process and assessment on structural vulnerability of a Member State to conflict</p> <p>2. Identify potential drivers of violent conflict in a Member State during a review and assessment;</p> <p>3. Ensure that the National Plans of Action of Member States incorporate structural mitigation strategies;</p> <p>4. Assist Member States in conducting structural vulnerability and resilience assessments;</p> <p>5. Ensure the incorporation of all AU Frameworks and Policies on early warning for conflict prevention in the review and assessment process.</p> <p>6. Prepares Reports and Presentations of APRM Review Reports for consideration by the AU Peace and Security Council, RECs/RMs and AGA Platform Members.</p> <p>7. Ensure that the APRM implements all decisions directed to by AU Policy Organs on early warning for conflict prevention.</p> <p>8. Provide support on early warning for conflict prevention to the Principal Officer.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
9	Senior Panel and Focal Point Officer	P3	<ol style="list-style-type: none"> <li>1. Provide general support to Panel members and Focal Points</li> <li>2. Assist in the planning and administration of APRM's daily operations and ensure Panel members and Focal Points' enquiries and issues are responded to or attended to.</li> <li>3. Keeps the Panel and Focal Points well briefed about their roles and Mandate in line with APRM's Mandate</li> <li>4. Provide information, assistance and support to Panel and Focal Points.</li> <li>5. Assist the Panel and Focal Points with the preparation of reports.</li> <li>6. Gather information and necessary data required by the Focal Points and the APR Panel.</li> <li>7. Perform general administrative duties such as filing, copying, filling out paperwork for the Panel and Focal Points.</li> <li>8. Assist in the monitoring of schedules and timelines for the Panel and Focal Points in handling their duties.</li> <li>9. Follow-up with Budget, payments, and allowances for the Panel , where necessary.</li> </ol>	Master's Degree/Bachelor's Degree
10	Protocol Officer	P2	<ol style="list-style-type: none"> <li>1. Responsible for the handling of applications for visas from Panel members, staff and their family members.</li> <li>2. Ensure that APRM guest, consultants and delegates coming to attend APRM meetings receive proper assistance at the Airport with immigration formalities and customs clearances;</li> <li>3. Keep the APRM regularly informed about policies and guidelines on consul matters</li> <li>4. Manage all protocol-related Airport duties of the APRM.</li> <li>5. Ensure that APRM Panel Members, officials, guests, VIPs and newly recruited staff are received and assisted on arrival and departure in accordance with proper protocol formalities/procedures.</li> <li>6. Liaise with Administration and Finance Division regarding transportation of VIPs, gusts and delegates to and from the Airport/hotels on arrival/departure.</li> <li>7. Establish and maintain database for AU passport issued and for their renewal;</li> <li>8. Handle all requests from Panel members and staff dealing with Host Country including privileges and amenities and other services related to the smooth delivery of services to APRM Panel and staff</li> <li>9. Liaise with concerned Authorities, particularly Ministry of Foreign Affairs, Security, Immigration and Customs Authority, for the smooth coordination of APRM Airport duties.</li> <li>10. Handle protocol-related matters at the residence of the Chairperson and the Deputy Chairperson.</li> <li>11. Organize official cocktail receptions, luncheons and dinners; prepare and distribute invitation cards accordingly;</li> <li>12. Welcome and usher guests during official ceremonies and functions.</li> <li>13. Ensure that the Director, Deputy Director or their representatives are</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
11	Driver	GSB7	1. Collect products from suppliers and make deliveries on behalf of the APRM as required. 2. Perform emergency deliveries or collections after hours if required. 3. Collect or deliver any documentation or post and bank statements on behalf of the APRM. 4. Complete the trip documentation as per APRM protocols. 5. Record all relevant information when re-fuelling the vehicle. 6. Report any defects and damage to the Senior Coordinator: Finance, Administration and HR. 7. Maintain the vehicle in accordance with predetermined standards	Technical or Vocational Certificate /License
12	Household Staff	GSB5	1. Perform functions as required, including cooking and serving food 2. Keep kitchens, dining areas clean, organised and presentable. 3. Assist with shopping for the household. 4. Assist with the entertainment of guests of the CEO's household. 5. Keep rooms, kitchens, toilets and the yard clean and hygienic. 6. Maintain and clean all cleaning equipment utilised. 7. Perform laundry, washing and ironing and organising the wardrobes. 8. Perform cleaning functions as required, including sweeping, dusting, vacuum-cleaning and polishing of floors, furniture, walls, doors, windows and carpets etc.	Technical or Vocational Certificate /License

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
13	Administration Assistant	GSAS	<p>1. Manage the calendar for scheduling meetings and communicate with the management and establish critical event priorities for scheduling purposes.</p> <p>2. Interact internally and externally (international delegations, officials, government and other stakeholders) to confirm arrangements and programmes.</p> <p>3. Brief the Chief Executive Officer and other managers on the status of events with respect to confirmation on the guest lists, schedules of events, speeches, etc.</p> <p>4. Instruct support personnel on specific requirements and priorities with respect to the events in the executive diary and attend to anticipated shortcomings with respect to security and safety arrangements.</p> <p>5. Manage the Office budget and databases of its expenditure.</p> <p>6. Attend to telephonic calls and visitors to the Office of the CEO, establish the nature of visits and attend to specific routine matters and/or record details of enquiries and/or messages in the absence of the Chief Executive Officer or relevant official and forward for attention upon availability.</p> <p>7. Remove and replace consumable items (paper, ink) from specific office equipment, transmit/receive facsimile and/or attend to the photocopying of correspondence/documents.</p> <p>8. Maintain stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion</p> <p>9. Prepare notification, agendas and minutes for specific meetings (Executive Committees, Forums etc) and attend to the distribution and/or arranging for the collection of documentation prior to scheduled meetings.</p> <p>10. File and safeguard all administrative records for the office</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
14	Administration Assistant	GSA5	<p>1. Manage the calendar for scheduling meetings and communicate with the management and establish critical event priorities for scheduling purposes.</p> <p>2. Interact internally and externally (international delegations, officials, government and other stakeholders) to confirm arrangements and programmes.</p> <p>3. Brief the Chief of Staff and other managers on the status of events with respect to confirmation on the guest lists, schedules of events, speeches, etc.</p> <p>4. Instruct support personnel on specific requirements and priorities with respect to the events in the executive diary and attend to anticipated shortcomings with respect to security and safety arrangements.</p> <p>5. Prepare correspondence &amp; commission work on the Chief of Staff behalf</p> <p>6. Manage the Chief of Staff electronic diary.</p> <p>7. Organise travel and prepare complex travel itineraries for the Chief of Staff.</p> <p>8. Attend events/meetings as the Chief of Staff representative.</p> <p>9. Manage the Office budget and databases of its expenditure.</p> <p>10. Type and format documents/confidential and routine reports and create presentations using word processing and related MS Office applications.</p> <p>11. Attend to telephonic calls and visitors to the Office of the Chief of Staff, establish the nature of visits and attend to specific routine matters and/or record details of enquiries and/or messages in the absence of the Chief of Staff or relevant official and forward for attention upon availability.</p> <p>12. Remove and replace consumable items (paper, ink) from specific office equipment, transmit/receive facsimile and/or attend to the photocopying of correspondence/documents.</p> <p>13. Prepare notification, agendas and minutes for specific meetings (Executive Committees, Forums etc) and attend to the distribution and/or arranging</p>	Diploma/Bachelor's Degree
15	Principal Strategic Planning Officer	P4	<p>1. Monitoring implementation of the strategic plan and annual work plans in collaboration with divisional heads.</p> <p>2. Responsible for coordinating APRM's strategic plan, annual work plans, and related activities with the AU Commission and policy organs under the direction of the CEO and Chief of Staff.</p> <p>3. Responsible for regular reporting using the Africa Monitoring, Evaluation and Reporting Tool (AMERT) to the APRM CEO, Chief of Staff, Executive Committee (EXCO), the AU Commission and policy organs of the AU and the APRM including annual and mid-year reports on implementation of APRM programmes</p> <p>4. Producing Annual reports on implementation of APRM programmes, as well as the strategic plan, three year and annual work plans.</p> <p>5. Representing APRM at policy organ meetings requiring input on the APRM work plan, budget, supplementary budgets and technical execution and results.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
16	Strategic Planning Officer	P2	<ol style="list-style-type: none"> <li>1. Provide updates to the Principal Strategic Planning Officer regarding matters that require his/her personal attention and assist in formulating options for action and ensure follow-up.</li> <li>2. Draft and review substantive correspondence for strategic meetings (forum and exco), as well as draft and clear briefing notes and talking points.</li> <li>3. Support the development of an integrated results framework on the Logo frame (Amert) system in conjunction with results-based management/results-based budgeting (Budget Officer)/ PBFA systems.</li> <li>4. Conceptualise and develop performance management tools to support the APRM Secretariat to meet its objectives.</li> <li>5. Support the strategic planning of the APRM Continental Secretariat's work in member states regarding projects and actions planned through the year.</li> <li>6. Develop, implement and evaluate assigned programmes/projects.</li> <li>7. Undertake consultations, in collaboration with other APRM colleagues, by planning and facilitating workshops, through other interactive sessions and assisting in developing tools for strategic planning.</li> <li>8. Coordinate and conduct policy research and analysis and prepare analytical briefs in support of APRM strategic priorities and work plans, including the system-wide contribution to the SDGs.</li> <li>9. Research, analyse and present information gathered from diverse sources.</li> <li>10. Contribute to the APRM's quality assurance and results reporting role.</li> <li>11. Keep abreast of latest emerging trends and innovative approaches in strategic planning.</li> <li>12. Generate survey initiatives; design data collection tools; review, analyse and interpret responses, identify problems/issues and prepare conclusions.</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
17	Senior Risk Officer	P3	<p>1. Maintain a detailed knowledge of relevant external risk management practices and requirements, championing best practice to assist the Business to effectively manage and mitigate risk</p> <p>2. Provide clear, pragmatic and proportionate guidance on the interpretation and application of risk management requirements and developments</p> <p>3. Act as a principal point of contact on risk management queries for all colleagues, assisting the education process of a robust framework across the business</p> <p>4. Develop and implement risk management procedures throughout the secretariat to promote robust controls and mitigation</p> <p>5. Identify and help mitigate risks and issues affecting the Business, recommending actions to mitigate the risks. Ensure more complex risk issues are escalated to the Chief of Staff</p> <p>6. Support the Head of Strategic Planning in the creation and delivery of strategic, proportionate and effective risk profile reports across the business</p> <p>7. Support the Head of Strategic Planning to deliver an effective and appropriate risk management framework and risk profiles, including the monitoring of CEO owned risk mitigation plans.</p> <p>8. Provide proactive risk management advice across the secretariat, proactively identifying emerging risks and supporting management to identify and undertake appropriate actions;</p> <p>9. Supporting the secretariat to identify and manage business units and/or incidents and assist the introduction of mitigation controls to prevent reoccurrence</p> <p>10. Monitor the respective business risk profiles, providing support to ensure the CEO owned plans are effectively implemented</p>	Master's Degree/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
18	Senior Technical Cooperation and Resource Mobilisation Officer	P3	<ol style="list-style-type: none"> <li>1. Lead the development of the APRM collaboration strategy to achieve defined organisational objectives.</li> <li>2. Develop an engagement plan in line with the APRM collaboration strategy to cover all member state engagement.</li> <li>3. Oversee the design of promotional material and maintain contact with the Marketing and Communications team in order to coordinate all engagement activities.</li> <li>4. Drive the development, execution and performance of all activities designed to increase stakeholder collaboration and engagement across the member states.</li> <li>5. Manage and evaluate engagement levels to achieve maximum stakeholder satisfaction.</li> <li>6. Establish strategies in conjunction with the Monitoring and Evaluation Coordinator and the Country Review Coordinator to drive the implementation of the associated plans.</li> <li>7. Ensure that stakeholders have up to date knowledge of APRM activities and associated outputs.</li> <li>8. Develop and maintain strong work relationships with key opinion leaders in the member states to inform future planning.</li> <li>9. Manage all aspects of member state profiles, including trends and review performance history.</li> <li>10. Drive the engagement and collaboration processes and solutions with external and internal stakeholders to deliver on the specific mandate.</li> <li>11. Manage the presentations to and major programme planning with key stakeholders.</li> <li>12. Drive multi-disciplinary teams to provide key stakeholders with continental intelligence and other value-added services.</li> <li>13. Proactively manage stakeholder expectations and objections and</li> </ol>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
19	Technical Cooperation and Resource Mobilisation Officer	P2	<p>1. Coordinate with APRM Member States and African Union in resource mobilisation.</p> <p>2. Coordinate with Strategic Partners and Development Partners in a mobilization drive for funds to support APRM</p> <p>3. Liaise with Member States, Regional Economic Communities (RECs), and other stakeholders on resource mobilisation.</p> <p>4. Map out resource mobilisation strategies for APRM through engagement with multilateral/bilateral financial partners such as African Development Bank, GIZ, EU, SIDA etc.</p> <p>5. Prepare and develop reports, budget and work programmes related to all resourcing activities and brief different Divisional Heads and CEO about the mobilized Funds.</p> <p>6. Assist in managing the portfolio and pipeline of resourcing initiatives to Member States/Grantees by developing &amp; monitoring monthly reports</p> <p>Strategy formulation.</p> <p>7. Collect, process and present resourcing requests based on and aligned to the AU Agenda 2063 goals</p> <p>8. Coordinate all resourcing activities with the APRM Strategic Planning Unit and Divisional Heads to ensure close coordination and collaboration on Resource mobilisation.</p> <p>9. Compile financial requests from CEO, Divisional Heads and Units with a view of mobilizing resources to meet their demands.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
20	Senior Information and Communication Officer	P3	<ol style="list-style-type: none"> <li>1. Work in conjunction with the Chief Executive Officer to co-create the communication strategy for the APRM, based on a 3-5 year view of requirements.</li> <li>2. Work closely with the cross-functional management teams to ensure the delivery of an integrated communication strategy and related programmes.</li> <li>3. Consult with the various departments on communication requirements - facilitate, advise and get operationally involved where appropriate.</li> <li>4. Network and build relationships across the APRM, particularly at the management levels.</li> <li>5. Ensure effective management of communication projects.</li> <li>6. Provide support to the management team regarding preparation and dissemination of key announcements and other matters related to the APRM operations, when necessary, to ensure consistent messaging and timing across all audiences, both internal and external.</li> <li>7. Formulate and maintain the crisis communication strategy.</li> <li>8. Effectively manage communication tools and channels that convey the APRM's values, culture, mission, vision, and organisational objectives to its internal and external stakeholders.</li> <li>9. Manage the development and production of publications (plus translations) including banners, information brochures, annual reports, pamphlets and programme information.</li> <li>10. Manage all APRM signage and document branding (letterheads, certificates, etc).</li> <li>11. Oversee the implementation of client surveys and coordinate the response to the feedback.</li> <li>12. Drive the planning, formulation and implementation of the APRM's public and media relations strategy, policies and procedures.</li> <li>13. Strategically network with and establish relationships with media</li> </ol>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
21	Communications Officer	P2	<ol style="list-style-type: none"> <li>1. Provide support to the Senior Media and Communications Officer.</li> <li>2. Provide support before and during APRM's events and the implementation of its campaigns.</li> <li>3. Develop /produce communication material for marketing and awareness raising activities including briefing material and press releases.</li> <li>4. Organize press conferences, interviews, press tours and other events with media involvement.</li> <li>5. Manage the APRM's media/press relations.</li> <li>6. Build communications partnerships and media alliances to enhance the visibility and cement APRM's leading position on governance and manage and nurture existing partnerships.</li> <li>7. Produce quality content and ensure publication via multiple channels for dissemination, including newspapers (print and online), radio, TV and social media as well as internal media platforms such as African Union websites, intranet, and other related web-based communications.</li> <li>8. Participate in hiring, selecting, and supervising the production of audio-visual material.</li> <li>9. Identify and use the most effective channels for dissemination of all information products to relevant target audiences.</li> <li>10. Identify opportunities for engagement with the media press conferences and leads.</li> </ol>	Bachelor's Degree or Master's degree
22	Publishing Officer	P2	<ol style="list-style-type: none"> <li>1. Plan, implement, and coordinate effective writing services to support the content, design, publishing, and distribution of publications.</li> <li>2. Provide high-level editing expertise and advice to staff to ensure best practice in the development and publishing of materials.</li> <li>3. Provide specific advice in the area; meeting with clients; assisting clients and managers with various tasks.</li> <li>4. Manage relationships with key partners in the publishing department;</li> <li>5. Handle work on special assignments; maintaining records of published work</li> <li>6. Edit, proofread and quality assure materials for a range of media and, in particular, for school systems/sector and the wider community.</li> <li>7. Design, develop and deliver publications and other communication materials.</li> <li>8. Work closely and effectively with individuals at all levels on publishing work.</li> <li>9. Prioritise workloads, work within a team environment and deliver outcomes on schedule.</li> <li>10. Provide innovative thinking in developing key publications for APRM</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
23	Interpreter/ Translator	P4	<p>1. Provide accurate and faithful interpretation from French into English and English into French at conferences and meetings of the APRM using standard, clear and accurate language.</p> <p>2. Translate documents primarily from French into English and English into French, ensuring that the translation is faithful to the original in terms of content, spirit, context, quality, level of register, technical language and nuances and nuances of the original text, using clear and precise terminology.</p> <p>3. use the reference documents for a correct understanding and use of the APRM's technical terminology;</p> <p>4. consult colleagues and specialised technical dictionaries/glossaries;</p> <p>5. Monitor developments in various fields or subjects and compile regularly in both the source and target languages terms, expressions, acronyms etc. in order to enrich the vocabulary and improve skills;</p> <p>6. assist in the development of APRM terminologies/glossaries;</p> <p>7. Provide consecutive interpretation at conferences, meetings, discussions, etc</p>	Master's Degree/Bachelor's Degree
24	Translator	P3	<p>1. Provide proper, clear, faithful interpretation from one or more AUC working languages into one or more AUC working language during various conferences and meetings of the APRM using standard, clear and accurate language.</p> <p>2. Accurately translate documents from one of the AUC working languages into another AU working languages, ensuring the highest standard of accuracy and maintaining the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology.</p> <p>3. Read manuscripts with an editorial eye, giving attention to syntax, grammar, style and presentation, inconsistencies or missing parts in the documents and any passages that are still particularly difficult to understand.</p> <p>4. Check references in research and studies documents, as regards the referencing style, and help select and compile terminological materials.</p> <p>5. Check and revise all texts translated from other AUC working languages into English, French and Arabic according to the original, to ensure accurate (terminology, style, etc.) and meaningful translation.</p> <p>6. Provide expertise on linguistic matters and distribute documents for translation among those contracted to work with/for the APRM in this regard.</p> <p>7. Ensure quality translation of working documents in a timely manner.</p> <p>8. Translate messages, live speeches, voice recordings and documents into another language, with careful attention to providing proper context, meaning, tone and technical wording</p> <p>9. Collaborate with colleagues to compile helpful information, including terms and definitions, into an organized glossary for regular reference during the translation process.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
25	Translator	P3	<p>1. Provide proper, clear, faithful interpretation from one or more AUC working languages into one or more AUC working language during various conferences and meetings of the APRM using standard, clear and accurate language.</p> <p>2. Accurately translate documents from one of the AUC working languages into another AU working languages, ensuring the highest standard of accuracy and maintaining the spirit, context, quality, technical language and nuances of the original version, using precise, clear and proper terminology.</p> <p>3. Read manuscripts with an editorial eye, giving attention to syntax, grammar, style and presentation, inconsistencies or missing parts in the documents and any passages that are still particularly difficult to understand.</p> <p>4. Check references in research and studies documents, as regards the referencing style, and help select and compile terminological materials.</p> <p>5. Check and revise all texts translated from other AUC working languages into English, French and Arabic according to the original, to ensure accurate (terminology, style, etc.) and meaningful translation.</p> <p>6. Provide expertise on linguistic matters and distribute documents for translation among those contracted to work with/for the APRM in this regard.</p> <p>7. Ensure quality translation of working documents in a timely manner.</p> <p>8. Translate messages, live speeches, voice recordings and documents into another language, with careful attention to providing proper context, meaning, tone and technical wording</p> <p>9. Collaborate with colleagues to compile helpful information, including terms and definitions, into an organized glossary for regular reference during the translation process.</p>	Master's Degree/Bachelor's Degree
26	Documentalist/Librarian	P1	<p>1. Gathering, organizing and storing research materials, analyses, documents related to governance from relevant African and international sources and information and data emanating from or related to country reviews and implementation of NPOAs</p> <p>2. Making available country specific or thematic information and data on the governance in African countries, as well as relevant research materials, publications and reports; and</p> <p>3. Organizing the dissemination to African countries and the world community at large of APRM reports and publications.</p> <p>4. Create, organize and use databases of library materials</p> <p>5. Help library patrons to conduct research to evaluate search results and reference materials</p> <p>6. Research new books and materials by reading book reviews, publishers' announcements, and catalogs</p> <p>7. Maintain existing collections and choose new books, research papers, publications, videos, and other materials for purchase</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
<b>CEO's Office</b>				
27	Principal Legal Counsel	P4	<ol style="list-style-type: none"> <li>1. Drive internal understanding of relevant developments in the legal environment.</li> <li>2. Formulate and review legal policies and guidelines for the organisation and monitor compliance.</li> <li>3. Participate in and provide comments on the formulation and review of regulations and protocols by the African Union.</li> <li>4. Review all legislation that impacts the activities of the APRM.</li> <li>5. Review APRM documentation to ensure legal compliance.</li> <li>6. Review business and operation processes to ensure legal compliance.</li> <li>7. Conduct legal risk assessments.</li> <li>8. Develop &amp; monitor legal risk management strategies.</li> <li>9. Draft comprehensive legal opinions for submission to the relevant heads of departments.</li> <li>10. Coordinate, facilitate and execute activities to build internal capacity for legal compliance, drafting and litigation.</li> <li>11. Draft and review all contractual agreements and provide commentary before they are signed.</li> <li>12. Provide advice on contract breaches when necessary.</li> <li>13. Provide timely and well researched legal advice to the APRM.</li> </ol>	Master's Degree/Bachelor's Degree
28	Legal Officer	P2	<ol style="list-style-type: none"> <li>1. Assist in the interpretation and drafting (where appropriate) of legislation, regulations and protocols.</li> <li>2. Prepare documents to enable the editing and certification of protocols in accordance with prescribed rules and regulations.</li> <li>3. Communicate amended or new regulations and protocols to APRM managers.</li> <li>4. Provide assistance to APRM managers and officers with the drafting of legal documents (eg. tenders, documents opinions, contracts, agreements and memorandum of understandings).</li> <li>5. Attend to general legal queries logged by departmental staff.</li> </ol>	Bachelor's Degree or Master's degree
<b>Directorate of Operations</b>				
29	Director	D1	<ol style="list-style-type: none"> <li>1. Provide strategic leadership in the development and management of an institutional framework for the implementation of the budget process, procurement and supply chain services and systems and policies in accordance with the African Union (AU) Financial Rules and Regulations (AU FRR), the African Union Procurement Manual and related guidelines.</li> <li>2. Lead and facilitate the development of an overall HR Strategy that is aligned with the strategic vision of the organisation and in accordance with the African Union Staff Rules and Regulations.</li> <li>3. Advise on the development and implementation of an effective Operations Directorate that meets the organisational needs.</li> </ol>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
30	Admin Assistant	GSAS	1. Organise the Director office such as arranging documents for documentation, implementation of follow-up actions; 2. Preparing and editing letters, memos, and emails; 3. Arranging meetings, appointments, including arrangements of travels and hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents. 4. Organise travel reconciliations for the Director; 5. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by Directorate staff and keeping a log of distribution. 6. Meeting coordinator (Take minutes and distributing of Agenda and minutes) 7. Support the Director coordinating and organizing staff leave; 8. Maintenance of the filing system ensuring safekeeping of confidential materials. 9. Administrative support to conferences, workshops, retreats. 10. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Director.	Diploma/Bachelor's Degree
31	Head of Corporate Service Division	P5	1. Leading and directing the overall provision of Human Resources Unit, in line with the AU Staff Rules and Regulations. 2. Development and implementation of the Human Resources strategy that is targeted at attracting, developing and retaining superior talent. 3. Responsible for the development, implementation and continued compliance of IT related strategies, policies and procedures and ensures that IT system continues to operate effectively and meets the organisation's needs. 4. Responsible for ensuring compliance with AU procurement rules and regulations, policies in all aspects of procurement, as well as developing appropriate in-house procurement strategies.	Master's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
32	Admin Assistant	GSAS	1. Organise the Head of Division office such as arranging documents for documentation, implementation of follow-up actions; 2. Preparing and editing letters, memos, and emails; 3. Arranging meetings, appointments, including arrangements of travels and hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents. 4. Organise travel reconciliations for the Head of Division; 5. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by divisions staff and keeping a log of distribution. 6. Meeting coordinator (Take minutes and distributing of Agenda and minutes) 7. Support the Head of Division coordinating and organizing staff leave; 8. Maintenance of the filing system ensuring safekeeping of confidential materials. 9. Administrative support to conferences, workshops, retreats. 10. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Director.	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
33	Senior HR Officer	P3	<p>1. To develop workforce plans that support the specified strategy and agenda.</p> <p>2. Provide professional support and advice on recruitment to line managers and advise managers on AU recruitment and selection policy and procedure.</p> <p>3. Ensure compliance across the APRM relating to mandatory and accurate employee information that must be maintained.</p> <p>4. Administer probationary reviews, employee evaluations and terminations.</p> <p>5. Ensure the operational systems, policies, guidelines and SOPs are in place</p> <p>6. Undertake tasks, such as, developing and managing the organizational chart, staffing table, vacancy rate, recruitment, and human resource administration;</p> <p>7. Ascertain staffing requirements and submits staffing proposal for approval;</p> <p>8. Develop HR activities, action plans and a timeline for delivery;</p> <p>9. Provide advice and guidance, Staff Regulations and Rules, practices and procedures;</p> <p>10. Plan, organize and coordinate with relevant Directors and Division Heads to ensure the HR support functions are effectively delivered for staff and management in accordance with the given timelines;</p> <p>11. Determine and advise on benefits and entitlements for staff on the basis of their contractual status;</p> <p>12. Advise and counsel staff in respect of rights, responsibilities, code of conduct and difficulties associated with work and conditions of service;</p> <p>13. Monitor, advise and act on disciplinary matters in accordance with established policies and procedures;</p> <p>14. Support the CEO in the implementation of performance appraisal and</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
34	HR Officer	P2	<ol style="list-style-type: none"> <li>1. Assist in defining and drafting approaches, policies, procedures, guidelines and formats for short listing, interviewing and selection of staff.</li> <li>2. Work closely with other Directorates, Divisions and Units to identify staffing needs and respond accordingly.</li> <li>3. Plan, coordinate, prepare and place and follow through vacancy announcements to hiring of staff.</li> <li>4. Coordinate (and participate where applicable in the) short listing and interviewing process in staff appointment.</li> <li>5. Prepare reports on short listing and interview exercises, seeking approval for appointments, drawing up of contracts, and preparing job offers to successful candidates.</li> <li>6. Maintain rosters of qualified candidates for possible use in other relevant vacancies.</li> <li>7. Track assumption and separation of staff and provide timely status reports.</li> <li>8. Coordinate communications, transportation and on-boarding activities for new hires.</li> <li>9. Prepare renewal of employment contracts based on feedback from performance evaluation process.</li> <li>10. Keep abreast of changing rules and regulations guiding recruitment procedures.</li> <li>11. Follow up with the candidate, agree on a suitable start date, and ensure that all supporting documentation and procedures are followed. Provide feedback to Directorates, Divisions and Units.</li> <li>12. Effective performance of HR administrative and labour relations functions, including maintenance of staff representative structures and unions, where applicable.</li> </ol> <ul style="list-style-type: none"> <li>•Provide counselling support to staff and encourage them to talk about</li> </ul>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
35	Payroll Officer	P2	<p>1. Administer new engagement and exit documentation and capture it on the system.</p> <p>2. Administer and file employee/payroll records.</p> <p>3. Check time-keeping records for compliance with established standards.</p> <p>4. Maintain and file time and attendance records check, calculate and capture all manual attendance registers for audit purposes.</p> <p>5. Post changes in pay and miscellaneous changes.</p> <p>6. Capture all time and attendance and personnel transactions such as new hires, terminations, leaves of absence, benefits deductions, garnishee orders, etc.</p> <p>7. Receive and review information received from departments for completeness, accuracy and authorisation.</p> <p>8. Process the monthly payroll ensuring that pension and other statutory and voluntary deductions has been accurately calculated, deducted and accounted for.</p> <p>9. Ensure that any correspondence relating to the payroll is properly actioned and filed.</p> <p>10. Liaise with staff and management on payroll related queries.</p> <p>11. Calculate and process termination payments and process increases and calculate back pay.</p> <p>12. Ensure that payslips are produced accurately and distributed to staff after checking for errors or omissions.</p> <p>13. Ensure that all amendments are properly recorded (filed) with good narratives and properly authorised.</p> <p>14. Liaise with personnel in maintaining and updating employee information (i.e. new employees and leavers, sick pay, etc as required).</p> <p>15. Update, maintain and safeguard all payroll records by ensuring that all records are opened, updated and filed in accordance with quality and security standards.</p> <p>16. Recall salaries in the case of employee deaths or error and ensure that these salaries are paid to the correct beneficiaries. Produce reports for discharge listing, engagement listing, negative pay listing, acting allowances, retirement listing for distribution to the department managers.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
36	HR Assistant	GSAS	<p>1. Help in payroll management by preparing payroll inputs.</p> <p>2. Assist in defining and drafting approaches, policies, procedures, guidelines and formats for short listing, interviewing and selection of staff.</p> <p>3. Work closely with other Directorates, Divisions and Units to identify staffing needs and respond accordingly.</p> <p>4. Plan, coordinate, prepare and place and follow through vacancy announcements to hiring of staff.</p> <p>5. Coordinate (and participate where applicable in the) short listing and interviewing process in staff appointment.</p> <p>6. Prepare reports on short listing and interview exercises, seeking approval for appointments, drawing up of contracts, and preparing job offers to successful candidates.</p> <p>7. Maintain rosters of qualified candidates for possible use in other relevant vacancies.</p> <p>8. Track assumption and separation of staff and provide timely status reports.</p> <p>9. Coordinate communications, transportation and on-boarding activities for new hires.</p> <p>10. Prepare renewal of employment contracts based on feedback from performance evaluation process.</p> <p>11. Keep abreast of changing rules and regulations guiding recruitment procedures.</p> <p>12. Follow up with the candidate, agree on a suitable start date, and ensure that all supporting documentation and procedures are followed. Provide feedback to Directorates, Divisions and Units.</p> <p>13. Effective performance of HR administrative and labour relations functions, including maintenance of staff representative structures and unions, where applicable.</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
37	Senior IT Officer	P3	<p>1. Provide technical expertise in the area of information technology support in terms of capacity building and structural development.</p> <p>2. Assist in the establishment of efficient information management, early warning systems, and the enhancement of the APRM Situation Room.</p> <p>3. Advise on development, planning, guidance and coordination in the delivery of technical and operational services.</p> <p>4. Advise on the maintenance of inventories of ICT equipment deployed to the APRM</p> <p>5. Assess IT hardware requirements, advising on policies related to computer systems, monitoring hardware performance and failures and supervising Hardware/Maintenance Technicians.</p> <p>6. Assist in drafting specifications and standard for ICT equipment such as hubs, routers and switch systems.</p> <p>7. Assist APRM in its development of ICT Policies, procedures, manuals and Standard Operating Procedures (SOPs).</p> <p>8. Analyze the future Information Technology, Communication and Management needs of the APRM, consulting at all appropriate levels about the current work, systems and necessary improvements and developing workable, integrated technological solutions to satisfy those needs.</p> <p>9. Provide effective and efficient administration for the Information Technology Unit ensuring compliance with policies, procedures and guidelines.</p> <p>10. Assist in the supervisory framework and guidance to the work of all IT Officers.</p> <p>11. Assist in the preparation of Information Technology annual work plans and budgets.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
38	Infrastructure & Network Officer	P2	<p>1. Responsible for the overall design, implementation, management and maintenance of the network resources including, but not limited to, LANs, WANs, VoIP, Wireless Networks, security devices across the organization to ensure compatibility and integration with the organization's strategies and business plans.</p> <p>2. Identify and initiate resolutions to user and business problems and concerns associated with network, hardware and related software to the user's satisfaction by meeting or exceeding SLAs.</p> <p>3. Prepare and manage to capital, expense, and project budgets providing cost/benefit analysis as required.</p> <p>4. Fulfills departmental requirements in terms of providing work coverage and administrative notification during periods of personnel illness, vacation or education.</p> <p>5. Trains, supervises, assigns projects to, appraises and is responsible for monitoring and managing of staff to maintain optimum performance of job duties.</p> <p>6. Identify potential service level problems before they occur and implement solutions.</p> <p>7. Direct self and the activity of others during the testing, monitoring and installation of the hardware and software as required.</p> <p>8. Schedule and prioritize work to accommodate customer needs while minimizing impact on current projects.</p> <p>9. Manage staff at multiple locations as well as liaise with service providers and equipment vendors.</p> <p>10. Function as a liaison with other business units as necessary and perform additional duties or work on special projects as assigned.</p> <p>11. Participate in the development and implementation of new business processes that improve efficiency and enhance productivity.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
39	Systems & Security Officer	P2	<ol style="list-style-type: none"> <li>1. Enforce the organization's network security polices and seeing that the organization complies with all requirements placed on it in accordance with all mandated requirements.</li> <li>2. Assists senior management of the organization in designing and managing the organization's network security policies and procedures including wide area and local area networks.</li> <li>3. Respond to reported security violations received from all users and operating units of the organization.</li> <li>4. Manages and configures hardware and software firewalls and related security protection tools, antiviruses, etc.</li> <li>5. Investigates validity of all reported security violations and follow up with affected users regarding the cause(s) of security violations incidents. Conduct audits of user's workstations and network access points.</li> <li>6. Document security incidents for the organization's records. Respond to the functional units of the security incidents per the guidelines of the organization.</li> <li>7. Develop and install tools to monitor the network for suspicious activity.</li> <li>8. Tracks use of copyright materials including program licenses and informs Network Coordinator for compliance and violation of the organization's policies with regard to use of copyrighted materials.</li> <li>9. Ensures that all security projects are documented (ongoing status reports and a summary report).</li> <li>10. Provide weekly written status reports and summary reports of security incident statistics.</li> <li>11. Identifies and notifies approved users of vulnerable computers and Investigates suspicious network activity (bandwidth spikes, SMTP, POP3, IP, and DHCP problems, etc.)</li> <li>12. Develops and implements regular network security scanning</li> </ol>	Bachelor's Degree or Master's degree
40	IT Assistant	GSAS	Responsible to support and maintain in-house computer systems and desktops(hardware and software). Installing, diagnosing, repairing, maintaining, and upgrading all hardware, software, workstations and printers. Provide constant administration support including proofreading, data entry, and operating essential machinery such as printers and copiers.	Diploma/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
41	Senior Procurement and Travel Officer	P3	<p>1. oversee the preparation and implementation of the APRM Annual Procurement Plan in close collaboration with the other directorates, divisions and units in a timely manner.</p> <p>2. Implement decisions of the Committees in accordance with the African Union Procurement Guidelines.</p> <p>3. Plan and manage all procurement activities and ensure that they strictly meet the compliance requirements of the AU rules and regulations.</p> <p>4. Participate in the selection of appropriate suppliers and contractors to promote effective and efficient procurement practice with due regard to sustainability, ethical procurement and purchasing standards. Participate in the negotiation of contract terms on a range of central contracts and monitor performance against contracts.</p> <p>5. Coordinate the evaluation of tenders, quotations and proposals. Compile evaluation reports. Advise the APRM divisions/units on procurement policy issues.</p> <p>6. Review and assist divisions /units in the preparation of specifications, terms of reference and scope of work.</p> <p>7. Supervise the day to day functions of the Procurement Unit and coordinate all procurement related matters within the organisation.</p> <p>8. Coach and support staff where necessary to achieve objectives.</p>	Master's Degree/Bachelor's Degree
42	Procurement Officer	P2	<p>1. Responsible for the procurement of goods and services at the APRM in line with guiding rules and regulations. Advises requisitioning units and recipient entities on the full range of procurement issues, providing support and guidance at all stages of the procurement cycle.</p> <p>2. Prepares/oversees preparation and distribution of invitations to tender and manages/conducts all aspects of bid/proposal evaluations.</p> <p>3. Provides inputs in formulating strategies and designs innovative solutions to resolve issues/conflicts for complex procurement projects.</p> <p>4. Establishes and maintains work program and schedule for ongoing contracts and newly planned ones.</p> <p>5. Participates in negotiations with senior supplier representatives.</p> <p>6. Approves and signs procurement orders. Analyse industry trends and evolving technology to proactively identify supply base issues to minimize risk, protect continuity of supply and exploit emerging opportunities that benefit the APRM.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
43	Procurement Officer - Grant	P2	<ol style="list-style-type: none"> <li>1. Responsible for handling procurements, contracts, grants and grant agreements.</li> <li>2.</li> <li>3. Management of calls for tenders and proposals.</li> <li>4. Drafting, advising on or helping with coordinating calls for tenders/proposals for both administrative and operational procurements and grants in line with applicable rules and best practices .</li> <li>5. Managing calls for tenders and proposals (e.g. publication, organisation of and assistance to evaluation boards, selection process, contract award and signature) .</li> <li>6. Interfacing with relevant stakeholders, including project officers, finance department and auditors. Any other administrative tasks related to procurement and grant management.Contract and grant management</li> <li>7. Supporting the draft and negotiation of contracts and agreements.</li> <li>8. Contributing to legal and financial management of any legal commitment .</li> <li>9. Following up on contract and grant implementation and performance.</li> <li>10. Assisting project officers with issues in the contract and agreement lifecycle.Any other administrative tasks related to contract and agreement management.</li> </ol>	Bachelor's Degree or Master's degree
44	Procurement Assistant	GSA5	<ol style="list-style-type: none"> <li>1. Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required;</li> <li>2.</li> <li>3. Provides assistance to requisitioners in preparing scope of work and specifications of goods and services;</li> <li>4. Proposes product substitutions consistent with requirements to achieve cost savings; determines the availability of funding sources.</li> <li>5. Identifies and recommends sources of procurement; interview potential suppliers.</li> <li>6. Produces tender documents (e.g. Invitations to Bids, Requests for Proposals and Requests for Quotation) based on the nature of the requirements and cost of procurement involved.</li> <li>7. Prepares abstracts of offers and compile data contained in quotations, proposals and bids to determine which supplier can deliver the required goods/services at the best terms and lowest costs possible with due consideration to quality, delivery time, prompt payment and other discounts, transportation costs, etc</li> </ol>	Diploma/Bachelor's Degree
45	Travel Officer	P1	<ol style="list-style-type: none"> <li>1. Oversee travel related services for APRM missions.</li> <li>2.</li> <li>3. Provide guidance on travel administration policies and practices in line with AU Travel Policy.</li> <li>4. Verify services rendered by the Travel Management Contractors (TMCs) are satisfactory and in accordance with the signed contracts.</li> <li>5. Ensure that the quotations provided for airline tickets are at the most competitive market prices.</li> <li>6. Monitor Travel Dashboard and ensure completeness and accuracy of data.</li> <li>7. Compile and analyze APRM's mission travel related reports.</li> </ol>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
46	Travel Assistant	GSA5	<p>1. Provides information to staff and consultants on the most direct and economical route, and plans routings, and itineraries plus the most economical airfare rates for such travel as permitted by rules and regulations.</p> <p>2. Provides information on rates and travel schedules for specific itineraries to staff and delegates.</p> <p>3. Advises on travel issues. Replies to queries from staff and delegates.</p> <p>4. Contacts airlines or Travel Management Contractors for quotations of airline tickets, makes reservations and requests issuance of tickets.</p>	Diploma/Bachelor's Degree
47	Administration & Facilities Officer	P1	<p>1. Provide check-in support for new personnel and visitors, including building ID access, office space setup and related services.</p> <p>2. Provide check-out support for exiting personnel, including ID card termination and related actions.</p> <p>3. Coordinate internal office moves. Provide administrative support in the procurement of office furniture.</p> <p>4. Monitor and order stationary, office supplies, and business cards. Submit requests for stationary including business cards and ad hoc items as needed by personnel.</p> <p>5. Manage Facilities staff (cleaners). Strive to improve efficiencies in service delivery and arrange training, where required.</p> <p>6. Oversee effective operation of tea-points, meeting rooms and other shared spaces.</p> <p>7. Manage all contractors attending onsite and work with Facilities team, where required, to ensure contractors carry out their work in a safe and effective manner.</p> <p>8. Operate as the principal point of contact for reporting site maintenance issues and capturing of reported incidents. Be the first point of contact on Facilities issues for all building users.</p>	Diploma/Bachelor's Degree
48	Security & Safety Officer	P1	<p>1. Responsible to promote and implement health &amp; safety policies, procedures and guidelines.</p> <p>2. Development and continuous improvement of organisation's safety policies, procedures and practices to ensure compliance with applicable Acts and regulations on safety practices.</p> <p>3. Ensure proper attendance of security control room (CCTV), supervise security surveillance and establish relationships with various outsourced suppliers.</p> <p>4. Assist with all security related incident/accident investigations and liaise with relevant law enforcement authority to conduct investigation of all act of crime, or any losses incurred within the organisation.</p> <p>5. Co-ordinate and conduct sectional health and safety audits.</p> <p>6. Perform inspections and assessments of the building in accordance with established procedures.</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
49	Record Controlling Assistant	GSA5	1. Responsible to provide assistance to the entire organisation on the records management and in managing office records. 2. Compile, gather and organize reports, documents and records. Process, scan and index records. 3. Keep records in a safe and secure manner under lock and key. 4. Ensure access to records with permission to authorized personnel. 5. Make available of all records for viewing and processing for the concerned personnel. 6. Coordinate with other departments in maintaining and managing records, reports and documents. 7. Maintain and update records, reports and documents in a database. 8. Ensure compliance with AU procedures and guidelines.	Diploma/Bachelor's Degree
50	Secretary/Receptionist	GSA4	1. Provide a professional frontdesk service to the APRM by receiving guests, answering telephone calls in a professional manner and efficiently managing the switchboard. 2. Provide necessary information regarding the APRM to the general public and stakeholders. 3. Manage main entrance doors access for visitors and security control. 4. Maintain neat and tidy appearance of reception and waiting areas. Manage meeting rooms scheduling and bookings.	Diploma/Bachelor's Degree
51	Driver/Messenger	GSB7	1. Collect products from suppliers and make deliveries on behalf of the APRM as required. 2. Perform emergency deliveries or collections after hours if required. 3. Collect or deliver any documentation or post and bank statements on behalf of the APRM. 4. Complete the trip documentation as per APRM protocols. 5. Record all relevant information when re-fuelling the vehicle. 6. Report any defects and damage to the Senior Coordinator: Finance, Administration and HR. 7. Maintain the vehicle in accordance with predetermined standards	Technical or Vocational Certificate /License
52	Driver /Messenger	GSB7	1. Collect products from suppliers and make deliveries on behalf of the APRM as required. 2. Perform emergency deliveries or collections after hours if required. 3. Collect or deliver any documentation or post and bank statements on behalf of the APRM. 4. Complete the trip documentation as per APRM protocols. 5. Record all relevant information when re-fuelling the vehicle. 6. Report any defects and damage to the Senior Coordinator: Finance, Administration and HR. 7. Maintain the vehicle in accordance with predetermined standards	Technical or Vocational Certificate /License

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
53	Head of Division	P5	<p>1. Managing the finance unit in all aspects of finance to ensure compliance with the AU Financial Regulations and Rules, IPSAS, policies and standards of accountability, ethics and integrity.</p> <p>2. Lead in enhancing financial accounting and reporting systems for implementing partners, and to improve financial monitoring, strengthen financial oversight and transparency, and allow for systematic analysis of expenditure against results.</p> <p>3. Analysing accounts and reviews regular financial reports and financial statements.</p> <p>4. Producing major/complex financial reports for management.</p> <p>5. Providing substantive support to the development and implementation of new accounting systems.</p> <p>6. Taking initiative to improve accounting processes and approaches.</p> <p>7. Acting as focal point for internal and external audit for the organisation.</p> <p>8. Coordinate the implementation and closure of audit findings and recommendations with management.</p>	Master's Degree
54	Senior Finance Officer - Accounting	P3	<p>1. Develop and implement a tool set for budgeting.</p> <p>2. Coordinate the annual budgeting process within the prescribed deadlines.</p> <p>3. Oversee the consolidation of the budget inputs from the different cost centres and conduct reasonableness checks.</p> <p>4. Coordinate the capex budget within agreed parameters.</p> <p>5. Liaise with the relevant role-players regarding the prioritisation of projects based on return on investment, risk etc.</p> <p>6. Ensure the expense budgets are based on economic indicators.</p> <p>7. Submit the draft budget in the required format to the Senior Coordinator.</p> <p>8. Provide the monthly analysis of budget vs actual to the management and executive team.</p> <p>9. Manage the updating and monitoring of adherence to financial policies and procedures, in line with legislative prescripts and African Union directives.</p> <p>10. Ensure adherence to accounting procedures.</p> <p>11. Monitor, review and evaluate internal control systems.</p> <p>12. Prepare for and participate in the external audit in relevant internal audits conducted by Internal Audit</p> <p>14. Review month-end financial closes, reconciliations and related analysis of all accounts.</p> <p>15. Verify the submission and monthly reconciliation of any statutory returns.</p> <p>16. Review any financial reports and statements for financial analysis, forecasting, trending and results analysis, including supporting schedules.</p> <p>17. Analyse monthly and quarterly expenditure reports for all cost centres and submit information to the Head of Finance.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
55	Finance Officer-Accounting	P2	<p>1.Responsible for handling day to day financial transactions in line with AU Financial Rules &amp; Regulations.</p> <p>2.Responsible for checking the accurateness and completeness of documents &amp; recording transactions in line with the AU Financial Rules and Regulations.</p> <p>3.Ensure that the statutory financial statements and other financial reports are prepared in compliance with the International Public Sector Accounting Standards (IPSAS).</p>	Bachelor's Degree or Master's degree
56	Senior Budget Officer	P3	<p>1. Review, analyse and finalize cost estimates and budget proposals for the year.</p> <p>2. Provide advice on allocation of financial resources based on real needs and in consonance with the Secretariat's priorities.</p> <p>3. Prepare budget calendar and guidelines for budget preparation to ensure that the budget process is on schedule.</p> <p>4. Analyze budget requests in order to test the extent to which overall budget policies are reflected in departmental requests.</p> <p>5. Monitor and evaluate budget performance reports in order to advise on corrective measures, improvements and adjustments required.</p> <p>6. Monitor the Secretariat's execution of budgetary allocation and produce regular reports. Monitors expenditures to ensure that they remain within authorized levels.</p> <p>7. Administer and monitors extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
57	Finance Officer-Budget/Grant	P2	<ol style="list-style-type: none"> <li>1. Contribute to the preparation of APRM budgets, budget execution reports, financial reports, including quarterly financial statements and ensure that financial statements are prepared on time and in compliance with generally accepted accounting principles and AU guidelines and contribute to the preparation of APRM budgets, budget execution reports, financial reports, including quarterly financial statements and ensure that financial statements are prepared on time and in compliance with generally accepted accounting principles and AU guidelines.</li> <li>2. Prepare forecasts for cash requirement, requests for the release of funds and follow-ups for fund disbursements.</li> <li>3. Reviewing and updating the status of the project funds.</li> <li>4. Preparing financial statements and maintaining financial records of contributions from Partners and analysing expenditures and balances relating to the transaction of the funds;</li> <li>5. Preparation of budgets of the Departments, Divisions and the projects.</li> <li>6. Tracking project funds and performance report for the attention of the leadership and providing advice when necessary on the use of financial resources.</li> <li>7. Preparing quarterly financial reports and undertaking the day-to-day accounting and financial management and support services for the project and maintaining a database on accounting and financial information.</li> <li>8. Confirm that payments are processed by the monthly deadlines.</li> <li>9. Validate the correctness of monthly accounts and approval, and ensure timely monthly bank reconciliations, including open items, review and clearance of unwanted requisitions and PO balances.</li> <li>10. Review the periodic financial monitoring of implementing partners, in coordination with programme and/or project control staff.</li> <li>11. Draft responses to audit queries from internal and external audits and</li> </ol>	Bachelor's Degree or Master's degree
58	Treasury Officer	P2		Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
59	Certifying Officer	P2	<ol style="list-style-type: none"> <li>1. Coordinate the preparation, execution and evaluation of APRM annual budgets and budget execution reports.</li> <li>2. Review and make appropriate recommendations with respect to the finalization of budget performance reports and analyse variances between approved budgets and actual expenditure.</li> <li>3. Monitor budget implementation and determine and recommend re-allocation or virement of funds when and where necessary.</li> <li>4. Ensure all procurement is vetted against relevant budget lines and the availability of funds and certify payment documentation before the disbursement of funds.</li> <li>5. Prepare working documents and necessary inputs for budget analyses</li> <li>6. Comply with statutory tax filing requirements by studying regulations; adhering to requirements; advising management on required actions; calculating estimated tax payments; and assembling data for all tax filings.</li> <li>7. Ensure regular reconciliation of all accounting ledgers.</li> <li>8. Prepare monthly statements by collecting data; analyzing and investigating variances; and summarizing data, information, and trends.</li> <li>9. Maintain the APRM's fixed assets register and coordinate regular stocktaking and fixed assets verification processes.</li> <li>10. Prepare regular management reports and the associated commentary, including monthly management accounts.</li> <li>11. Prepare quarterly and annual statements by assembling and analysing the relevant data.</li> <li>12. Respond to financial queries by gathering, analyzing, summarizing and interpreting data.</li> <li>13. Provide financial advice by studying operational issues; applying financial principles and practices; and developing recommendations.</li> <li>14. Prepare special reports by studying variances; preparing budgets; and</li> </ol>	Bachelor's Degree or Master's degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
60	Assistant Accountant	GSAS	<ol style="list-style-type: none"> <li>1. Provide accounting and clerical assistance to the Finance component.1.1.General</li> <li>2. Provide accounting and clerical assistance to the Finance component.</li> <li>3. Capture financial data and prepare and maintain accounting documents and records.</li> <li>4. Prepare bank deposits, general ledger postings and statements.</li> <li>5. Update financial records, prepare reports and reconcile bank statements.</li> <li>6. Process business transactions into SAP.</li> <li>7..Reconcile accounts promptly and accurately.</li> <li>8. Perform clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping.</li> <li>9. Assist with the preparation of statutory accounts.</li> <li>10. Calculate and check to make sure payments, amounts and records are correct.</li> <li>11. Sort out incoming and outgoing daily post and answer any queries.</li> <li>12. Process creditor payments and credit notes when applicable.</li> <li>13. Issue receipts when appropriate.</li> <li>14. Reconcile and replenish petty cash.</li> <li>15. Ensure that all petty cash transactions are supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation.</li> <li>16. Perform monthly reconciliations to confirm the balance of each account.</li> <li>17. Administer petty cash in accordance with the APRM policy.</li> <li>18. Allocate and clear amounts in suspense or clearing accounts to the relevant cost centres on a monthly basis.</li> <li>18. Store petty cash in a lockable box and keep in a safe place.</li> </ol>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
61	Assistant Accountant	GSAS	<ol style="list-style-type: none"> <li>1. Provide accounting and clerical assistance to the Finance component.1.1.General</li> <li>2. Provide accounting and clerical assistance to the Finance component.</li> <li>3. Capture financial data and prepare and maintain accounting documents and records.</li> <li>4. Prepare bank deposits, general ledger postings and statements.</li> <li>5. Update financial records, prepare reports and reconcile bank statements.</li> <li>6. Process business transactions into SAP.</li> <li>7..Reconcile accounts promptly and accurately.</li> <li>8. Perform clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping.</li> <li>9. Assist with the preparation of statutory accounts.</li> <li>10. Calculate and check to make sure payments, amounts and records are correct.</li> <li>11. Sort out incoming and outgoing daily post and answer any queries.</li> <li>12. Process creditor payments and credit notes when applicable.</li> <li>13. Issue receipts when appropriate.</li> <li>14. Reconcile and replenish petty cash.</li> <li>15. Ensure that all petty cash transactions are supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation.</li> <li>16. Perform monthly reconciliations to confirm the balance of each account.</li> <li>17. Administer petty cash in accordance with the APRM policy.</li> <li>18. Allocate and clear amounts in suspense or clearing accounts to the relevant cost centres on a monthly basis.</li> <li>18. Store petty cash in a lockable box and keep in a safe place.</li> </ol>	Diploma/Bachelor's Degree
Country Review and Assessment Directorate				

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
62	Director	D1	<p>1. Provide overall leadership and coordination over country reviews and assessments, including facilitating the setting up of national APRM structures and entrusted with the review process;</p> <p>2. Organizing all necessary support in the preparation of Country Self-Assessment Reports (CSAR);</p> <p>3. Liaising with APRM strategic partners and other development partners in the mobilization of technical and financial support for effective implementation of the country review process;</p> <p>4. With the support of Country Review Principals and Thematic Country Review Officers, providing, as may be required, the necessary technical assistance to national structures and Focal points in the preparation of their Country Self-Assessment Reports (CSAR);</p> <p>5. Coordinating the review process review, including consolidation of contributions of the members of the CRT, in their respective thematic area;</p> <p>6. Supervising the finalization of country reports;</p> <p>7. Coordinating the activities of the CRT, reviewing the draft contributions of its members and consolidating them in a Draft Country Report;</p> <p>8. Supporting and/or Substituting the Lead Panel Member in coordinating the review process, including organizing meetings with country High Officials, as may be required;</p> <p>9. Providing the necessary support to the Lead Panel Member in the submission of the draft and final Country Reports to the Panel and the African Peer Review Forum of Heads of State and Government of participating countries (APR Forum), respectively;</p> <p>10. Maintaining the necessary contacts with national Focal points to ensure an effective follow up of the implementation of their Programmes of Action (POA);</p> <p>11. Promoting exchange of experiences among countries reviewed</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
63	Admin Assistant	GSAS	<p>1.Assist the Director and the two Regional Coordinators in the implementation of the directorate's operations</p> <p>2.Assist the Director and the two Regional Coordinators to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the Director and the two Regional Coordinators for effective and efficient functioning of the directorate</p> <p>4.Support to administrative and logistical services of the directorate</p> <p>5.Support the directorate maintenance and assets management</p> <p>6.Support the directorate knowledge building and knowledge sharing. The Administrative Assistants will each be specifically tasked for the following for either the Regional Coordination for North, West &amp; Central Africa or the Regional Coordination for East &amp; Southern Africa and the specific responsibilities include:</p> <p>7.Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.</p> <p>8.Provision of inputs to preparation of administrative team results-oriented workplans</p> <p>9.Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.</p> <p>10.Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.</p> <p>11.Translation of simple correspondences from English to French or vis versa, when needed.</p> <p>12.Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
64	Admin Assistant	GSAS	<p>1.Assist the Director and the two Regional Coordinators in the implementation of the directorate's operations</p> <p>2.Assist the Director and the two Regional Coordinators to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the Director and the two Regional Coordinators for effective and efficient functioning of the directorate</p> <p>4.Support to administrative and logistical services of the directorate</p> <p>5.Support the directorate maintenance and assets management</p> <p>6.Support the directorate knowledge building and knowledge sharing. The Administrative Assistants will each be specifically tasked for the following for either the Regional Coordination for North, West &amp; Central Africa or the Regional Coordination for East &amp; Southern Africa and the specific responsibilities include:</p> <p>7.Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.</p> <p>8.Provision of inputs to preparation of administrative team results-oriented workplans</p> <p>9.Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.</p> <p>10.Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.</p> <p>11.Translation of simple correspondences from English to French or vis versa, when needed.</p> <p>12.Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
65	Regional Coordinator North, West and Central Africa	P5	<p>Under the supervision of the Director for Country Review and Assessment, the Regional Coordinator for North, Western and Central Africa is responsible for the entire process of the country review and follow –up of participating member states in North, West and Central Africa. In particular, the Regional Coordinator will be responsible for:</p> <ol style="list-style-type: none"> <li>1.Initiating countries’ preparation for undertaking their reviews, including the setting up of national autonomous bodies and focal points entrusted with the process;</li> <li>2.Organizing support in the preparation of Country Self Assessment Reports (CSAR);</li> <li>3.With the support of Assistant Directors, providing, as may be required, the necessary technical assistance to national bodies and focal points in the preparation of their Country Self Assessment Reports (CSAR);</li> <li>4.With the support of Assistant Directors in thematic areas, coordinating the preparation of issues papers related to the countries undergoing review;</li> <li>5.Organizing the support of the Office to the Panel Member leading the Country Review Team (CRT);</li> <li>6.Coordinating the review process review, including consolidation of contributions of the members of the CRT, in their respective thematic area;</li> <li>7.Supervising the finalization of country reports;</li> <li>8.Providing the necessary support to the Lead Panel Member in the submission of the draft and final Country Reports to the Panel and the African Peer Review Forum of Heads of State and Government of participating countries (APR Forum), respectively;</li> <li>9.Maintaining the necessary contacts with national focal points to ensure an effective follow up of the implementation of their Programmes of</li> </ol>	Master’s Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
66	Regional Coordinator East and Southern Africa	P5	<p>Under the supervision of the Director for Country Review and Assessment, the Regional Coordinator for East and Southern Africa is responsible for the entire process of the country review and follow –up of participating member states in East and Southern Africa. In particular, the Regional Coordinator will be responsible for:</p> <ol style="list-style-type: none"> <li>1.Initiating countries’ preparation for undertaking their reviews, including the setting up of national autonomous bodies and focal points entrusted with the process;</li> <li>2.Organizing support in the preparation of Country Self Assessment Reports (CSAR);</li> <li>3.With the support of Assistant Directors, providing, as may be required, the necessary technical assistance to national bodies and focal points in the preparation of their Country Self Assessment Reports (CSAR);</li> <li>4.With the support of Assistant Directors in thematic areas, coordinating the preparation of issues papers related to the countries undergoing review;</li> <li>5.Organizing the support of the Office to the Panel Member leading the Country Review Team (CRT);</li> <li>6.Coordinating the review process review, including consolidation of contributions of the members of the CRT, in their respective thematic area;</li> <li>7.Supervising the finalization of country reports;</li> <li>8.Providing the necessary support to the Lead Panel Member in the submission of the draft and final Country Reports to the Panel and the African Peer Review Forum of Heads of State and Government of participating countries (APR Forum), respectively;</li> <li>9.Maintaining the necessary contacts with national focal points to ensure an effective follow up of the implementation of their Programmes of</li> </ol>	Master’s Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
67	Senior Country Review Officer - Economic Governance	P3	<p>Under the supervision and in cooperation with the Country Review Principal, the Senior Country Review Officer for EGM, will be responsible for:</p> <ol style="list-style-type: none"> <li>1.Preparing and maintaining information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Economic Governance and Management in individual member states;</li> <li>2.Overseeing the development of indicators related to Economic Governance and Management;</li> <li>3.Organising the compilation of relevant data and information on such aspects as policies to promote sustainable development, and their reliability and credibility; management of public finance, and economic integration policies, programmes and projects;</li> <li>4.Providing up to date information on countries preparing for or engaged in review processes with respect to their economic situations and policies, including measures to achieve higher and broad-based economic growth, and sustainable development.</li> <li>5.Organising the provision of necessary inputs to the preparatory process of country reviews, as they relate to EGM, including drafting of relevant documents such as Background Papers and Issues Papers;</li> <li>6.Participating in the selection of experts in Economic Governance and Management to be recruited as team members of the Country Review Mission (CRM);</li> <li>7.Participating in the country review process and provide the CRM with relevant economic expertise;</li> <li>8.Organising, preparing and providing the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM.</li> </ol>	Master's Degree/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
68	Country Review Officer - Economic Governance	P2	<p>Under the supervision and in cooperation with the Senior Country Review officer for Economic Governance and Management, the Country Review Officer for EGM, will be responsible for:</p> <ol style="list-style-type: none"> <li>1.Preparing and maintaining information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Economic Governance and Management in individual member states;</li> <li>2.Assisting with the development of indicators related to Economic Governance and Management;</li> <li>3.Organising the compilation of relevant data and information on such aspects as policies to promote sustainable development, and their reliability and credibility; management of public finance, and economic integration policies, programmes and projects;</li> <li>4.Providing up to date information on countries preparing for or engaged in review processes with respect to their economic situations and policies, including measures to achieve higher and broad-based economic growth, and sustainable development.</li> <li>5.Organising the provision of necessary inputs to the preparatory process of country reviews, as they relate to EGM, including drafting of relevant documents such as Background Papers and Issues Papers;</li> <li>6.Participating in the selection of experts in Economic Governance and Management to be recruited as team members of the Country Review Mission (CRM);</li> <li>7.Participating in the country review process and provide the CRM with relevant economic expertise;</li> <li>8.Organising, preparing and providing the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM.</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
69	Senior Country Review Officer - Democracy and Political Governance	P3	<p>Under the supervision and in cooperation with the Country Review Principal, the Senior Country Review Officer for Democracy and Political Governance is specifically responsible for:</p> <p>1.Compiling data and information on the policies, programmes and activities in individual African countries with respect to conflict prevention and reduction; promotion of individual rights particularly those of women, children, the youth and vulnerable groups; the degree of powers between the executive, the legislative and the judiciary, and the degree of corruption particularly the behaviour of public office holders.</p> <p>2.Developing appropriate indicators relevant to the measurement of Democracy and Political Governance, based on standards and codes implied in the Declaration on Political, Economic and Corporate Governance.</p> <p>3.Undertaking research and analysis on the situation of Democracy and Political Governance in individuals member states of the African Union,</p> <p>4.Preparing, in cooperation with Country Review Principals, country briefs, Background papers on the democratic and political situation in preparation of reviews in participating countries,</p> <p>5.Undertaking research activities aimed at developing further performance indicators of Democracy and Political Governance.</p> <p>6.Participating in the selection of experts in democracy and political governance to be recruited as team members of the Country Review Mission (CRM);</p> <p>7.Support the Country Review Team in developing "Issues Paper" on DPG</p> <p>8.Participating in the country review process by providing the CRM with relevant DPG thematic expertise</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
70	Country Review Officer - Democracy and Political Governance	P2	<p>Under the supervision and in cooperation with the Senior Country Review Officer for Democracy and Political Governance, the Country Review Officer for DPG is specifically responsible for:</p> <ol style="list-style-type: none"> <li>1.Compiling data and information on the policies, programmes and activities in individual African countries with respect to conflict prevention and reduction; promotion of individual rights particularly those of women, children, the youth and vulnerable groups; the degree of powers between the executive, the legislative and the judiciary, and the degree of corruption particularly the behaviour of public office holders.</li> <li>2.Assisting with the development of appropriate indicators relevant to the measurement of Democracy and Political Governance, based on standards and codes implied in the Declaration on Political, Economic and Corporate Governance.</li> <li>3.Undertaking research and analysis on the situation of Democracy and Political Governance in individuals member states of the African Union,</li> <li>4.Preparing, in cooperation with Country Review Principals, country briefs, Background papers on the democratic and political situation in preparation of reviews in participating countries,</li> <li>5.Undertaking research activities aimed at developing further performance indicators of Democracy and Political Governance.</li> <li>6.Participating in the selection of experts in democracy and political governance to be recruited as team members of the Country Review Mission (CRM);</li> <li>7.Support the Country Review Team in developing "Issues Paper" on DPG</li> <li>8.Participating in the country review process by providing the CRM with relevant DPG thematic expertise</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
71	Senior Country Review Officer - Corporate Governance	P3	<p>Under the supervision and in cooperation with the Country Review Principal, the Senior Country Review Officer Corporate Governance, is specifically responsible for:</p> <ol style="list-style-type: none"> <li>1.Compiling data and information on the private sector, including formal and informal sectors in individual African Union Member States, particularly, business environment and ethics, the economic and social performance of corporations, behavioral practices of corporate Managers, etc.</li> <li>2.Developing appropriate indicators relevant to the measurement of Corporate Governance based on standards and codes implied in the Declaration on Political, Economic and corporate Governance;</li> <li>3.Undertaking qualitative and quantitative research and analysis on the contribution of the private sector- formal and informal- to overall economic and social development of countries under review,</li> <li>4.Preparing, in cooperation with Country Review principals, country briefs, Background Papers and Issues Papers on the situation of the private sector, in preparation of reviews undertaken in participating countries,</li> <li>5.Undertaking research activities aimed at developing further indicators of Corporate Governance in the African context.</li> <li>6.Participating in the selection of experts in Corporate Governance to be recruited as team members of the Country Review Mission (CRM);</li> <li>7.Participating in the country review process by providing the CRM with relevant corporate governance thematic expertise</li> </ol>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
72	Country Review Officer - Corporate Governance	P2	<p>Under the supervision and in cooperation with the Senior Country Review Officer for Corporate Governance, the Country Review Officer for CG is specifically responsible for:</p> <ol style="list-style-type: none"> <li>1.Compiling data and information on the private sector, including formal and informal sectors in individual African Union Member States, particularly, business environment and ethics, the economic and social performance of corporations, behavioral practices of corporate Managers, etc.</li> <li>2.Assisting with the development of appropriate indicators relevant to the measurement of Corporate Governance based on standards and codes implied in the Declaration on Political, Economic and corporate Governance;</li> <li>3.Undertaking qualitative and quantitative research and analysis on the contribution of the private sector- formal and informal- to overall economic and social development of countries under review,</li> <li>4.Preparing, in cooperation with Country Review principals, country briefs, Background Papers and Issues Papers on the situation of the private sector, in preparation of reviews undertaken in participating countries,</li> <li>5.Undertaking research activities aimed at developing further indicators of Corporate Governance in the African context.</li> <li>6.Participating in the selection of experts in Corporate Governance to be recruited as team members of the Country Review Mission (CRM);</li> <li>7.Participating in the country review process by providing the CRM with relevant corporate governance thematic expertise</li> </ol>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
73	Senior Country Review Officer - State Resilience	P3	<p>1.Providing technical support to APRM Member States and APRM Continental Secretariat in establishing preparedness systems at all levels;</p> <p>2.Organising and facilitate training sessions for APRM national structures, with the view to building capacity and sharing experience in various areas of disaster risk reduction.</p> <p>3.Providing the countries concerned with the necessary information on the review process in particular as it relates to state resilience;</p> <p>4.Participating in the selection of experts to be recruited as team members of the Country Review Mission (CRM);</p> <p>5.Supporting the preparation of necessary documents for the review including the Background papers and the "Issues Papers" for countries scheduled for reviews;</p> <p>6.Participating in the country review process by providing the CRM with relevant information on State Resilience;</p> <p>7.Participating in the Drafting of the country review report;</p> <p>8.Leading the preparation of knowledge products on State resilience;</p> <p>9.Following up with Member States that have undertaken country reviews, the preparation of Progress reports on the implementation of their National Programmes of Action (NPOA);</p> <p>10.Coordinating the scaling-up of 'Preparedness for Effective Response' approach, in coordination with APRM Partners, and improve coordination and harmonisation of Disaster Risk reduction approaches;</p> <p>11.Providing technical support to Member States to integrate disaster risk reduction into their National Development Plans (NDPs);</p> <p>12.Participating in relevant meetings with continental and international organisations, partners, Governments, donors, NGOs and UN Agencies financing and facilitate the implementation initiatives for disaster risk reduction and state resilience; and</p> <p>Performing any other duties as may be assigned from time to time.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
74	Country Review Officer - State Resilience	P2	<p>1. Providing technical support to APRM Member States and APRM Continental Secretariat in establishing preparedness systems at all levels;</p> <p>2. Organising and facilitate training sessions for APRM national structures, with the view to building capacity and sharing experience in various areas of disaster risk reduction.</p> <p>3. Providing the countries concerned with the necessary information on the review process in particular as it relates to state resilience;</p> <p>4. Participating in the selection of experts to be recruited as team members of the Country Review Mission (CRM);</p> <p>5. Supporting the preparation of necessary documents for the review including the Background papers and the "Issues Papers" for countries scheduled for reviews;</p> <p>6. Participating in the country review process by providing the CRM with relevant information on State Resilience;</p> <p>7. Participating in the Drafting of the country review report;</p> <p>8. Assisting the Senior Country Review Officer in State Resilience in preparation of knowledge products on State resilience;</p> <p>9. Following up with Member States that have undertaken country reviews, the preparation of Progress reports on the implementation of their National Programmes of Action (NPOA);</p> <p>10. Coordinating the scaling-up of 'Preparedness for Effective Response' approach, in coordination with APRM Partners, and improve coordination and harmonisation of Disaster Risk reduction approaches;</p> <p>11. Providing technical support to Member States to integrate disaster risk reduction into their National Development Plans (NDPs);</p> <p>12. Participating in relevant meetings with continental and international organisations, partners, Governments, donors, NGOs and UN Agencies financing and facilitate the implementation initiatives for disaster risk</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
75	Senior Country Review Officer Socio Economic Development, Gender Officer	P3	<p>Under the supervision and in cooperation with the Country Review Principal, the Senior Country Review Officer for Socio-Economic Development and Gender is specifically responsible for:</p> <ol style="list-style-type: none"> <li>1. Providing up to date information on countries preparing for or engaged in review processes with respect to their economic and social development policies, including measures aimed at achieving broad-based sustainable development, and poverty eradication.</li> <li>2. Developing and implementing gender mainstreaming in APRM country review processes and in the implementation of National Programs of Action;</li> <li>3. Reviewing and maintaining information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Socio-Economic Development and Gender in individual African countries;</li> <li>4. Overseeing the development of indicators related to Socio-Economic Development and Gender, including</li> <li>5. Undertaking qualitative and quantitative research and analysis on socio-economic development and gender in APRM countries, and designing and conducting gender analyses and gender assessments;</li> <li>6. Providing technical support with a view to deepening gender integration and mainstreaming in APRM processes, activities and programs;</li> <li>7. Providing technical assistance and support in areas such as designing and conducting gender analyses and assessments, and developing toolkits, resource guides, and other technical resources related to APRM's five governance areas.</li> <li>8. Designing and facilitating meetings, trainings, and workshops, using participatory methodologies and approaches;</li> </ol> <p>Developing and deepening innovative approaches to gender</p>	Master's Degree/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
76	Country Review Socio Economic Development, Gender Officer	P2	<p>Under the supervision and in cooperation with the Senior Country Review Officer for Socio-Economic Development and Gender, the Country Review Officer for Socio-Economic Development and Gender is specifically responsible for:</p> <ol style="list-style-type: none"> <li>1. Providing up to date information on countries preparing for or engaged in review processes with respect to their economic and social development policies, including measures aimed at achieving broad-based sustainable development, and poverty eradication.</li> <li>2. Assisting with the development and implementation of gender mainstreaming programmes as part of APRM country review processes and in the implementation of National Programs of Action;</li> <li>3. Reviewing and maintaining information on standards and codes listed in the Declaration on Democracy, Political, Economic and Corporate Governance, as they relate to Socio-Economic Development and Gender in individual African countries;</li> <li>4. Assisting with the development of indicators related to Socio-Economic Development and Gender, including</li> <li>5. Undertaking qualitative and quantitative research and analysis on socio-economic development and gender in APRM countries, and designing and conducting gender analyses and gender assessments;</li> <li>6. Providing technical support with a view to deepening gender integration and mainstreaming in APRM processes, activities and programs;</li> <li>7. Providing technical assistance and support in areas such as designing and conducting gender analyses and assessments, and developing toolkits, resource guides, and other technical resources related to APRM's five governance areas.</li> <li>8. Designing and facilitating meetings, trainings, and workshops, using</li> </ol>	Bachelor's Degree or Master's degree
Directorate for Governance & Specialised Reporting				

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
77	Director	D1	<p>1. Oversees planning, design and management of research projects, studies, and preparation of reports and publications in support of delivery of the APRM strategy and programme of work;</p> <p>2. Leads the development of a research agenda, oversees the development of key trends and specific topics in the four APRM thematic areas to continuously enrich the substantive work of the mechanism;</p> <p>3. Leads and participates extensively in the identification of new or emerging issues of potential concern to Member States and/or the international community affecting Africa, with regard to governance, and their interrelation with conflict, peace and stability, and development.</p> <p>4. Coordinates research on APRM thematic areas and related governance spheres for individual member states including the preparation of individual country governance profiles;</p> <p>5. Provide critical evidence inputs to the preparatory phase, conduct and post-review phases of all APRM reviews, including the National Programme of Action (NPOAs), National Governance Reports and the Africa Governance Report;</p> <p>6. Oversees the planning and delivery of technical assistance in governance innovations and reporting to APRM National entities;</p> <p>7. Provide leadership in the development and identification of appropriate governance indicators for the African Union in the thematic focus areas outlined in the APRM Statute;</p> <p>8. Design and oversee the development of shared learning platforms for government officials, the academia and private sector to promote an exchange of experiences and best practice;</p> <p>9. Supervises and finalizes special technical reports on public governance, governance innovations and APRM institutional approaches;</p> <p>10. Develops and maintains relations with senior officials of Member</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
78	Admin Assistant	GSAS	<ol style="list-style-type: none"> <li>1. Organise the Director office such as arranging documents for documentation, implementation of follow-up actions;</li> <li>2. Preparing and editing letters, memos, and emails;</li> <li>3. Arranging meetings, appointments, including arrangements of travels and hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents.</li> <li>4. Organise travel reconciliations for the Director;</li> <li>5. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by Directorate staff and keeping a log of distribution.</li> <li>6. Meeting coordinator (Take minutes and distributing of Agenda and minutes)</li> <li>7. Support the Director coordinating and organizing staff leave;</li> <li>8. Maintenance of the filing system ensuring safekeeping of confidential materials.</li> <li>9. Administrative support to conferences, workshops, retreats.</li> <li>10. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Director.</li> </ol>	Diploma/Bachelor's Degree
79	Head of Governance Reporting Division	P5	<ol style="list-style-type: none"> <li>1. Lead the development of APRM Secretariat manuals on writing styles and related guidelines and oversee proofreading procedures and edit AU – APRM reports for the same where necessary.</li> <li>2. Prepares the work plan and leading staff, the editorial committees, authors, graphic artists, and publishers to deliver APRM governance reports on time and within guidelines. The HOD will thus determine deadlines and track of all relevant tasks to ensure that they will be completed and delivered on time.</li> <li>3. Assist in evaluating finalized copies of reports for compliance with AU policies, style and tone befitting AU governance philosophies.</li> <li>4. Lead in the design and delivery of workshops and training to strengthen reporting on governance at all levels, with and for the APRM community, other government entities, parliaments, independent public institutions, and non-state actors such as political parties and civil society organisations.</li> <li>5. Coordinating and facilitating continental and country governance assessments and reporting, focusing on; governance, political processes and institutions, and other related areas.</li> <li>6. Advise the African Union on the frameworks for production of the Africa Governance Report and National Governance Reports. This includes the framework of governance indicators and AU the dictionary / glossary of governance terms.</li> <li>7. Developing and maintaining strong relations with key players in the APRM and AU community; including the academia, parliaments and experts in the Americas, Europe and around the globe</li> </ol>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
80	Admin Assistant	GSAS	1. Organise the Head of Division office such as arranging documents for documentation, implementation of follow-up actions; 2. Preparing and editing letters, memos, and emails; 3. Arranging meetings, appointments, including arrangements of travels and hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents. 4. Organise travel reconciliations for the Head of Division; 5. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by divisions staff and keeping a log of distribution. 6. Meeting coordinator (Take minutes and distributing of Agenda and minutes) 7. Support the Head of Division coordinating and organizing staff leave; 8. Maintenance of the filing system ensuring safekeeping of confidential materials. 9. Administrative support to conferences, workshops, retreats. 10. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Director.	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
81	Senior Corporate Governance Research Officer	P3	<p>1. Develop background papers on corporate governance for the APRM Africa Governance report, country reviews and targeted reviews,</p> <p>2. Research corporate governance subjects in the context of AU frameworks (standards and codes), relevant universal and international governance frameworks to which AU member states subscribe with the aim of continually updating the same.</p> <p>3. Design research projects in congruence with the framework of the APRM tool and collect data from sources such as industry surveys, public opinion surveys and a variety of AU approved sources such as the African Development Bank, United Nations, World Trade Organisation and World Bank Reports.</p> <p>4. Routinely employ statistical analysis in the interpretation of research findings to enhance scientific credibility and legitimacy of research outcomes through collaboration with the AU Statistical Office and other partners.</p> <p>5. Develop and review corporate governance based on research and historical documents to inform efforts outlined of the APRM National Programmes of Action from country reviews and targeted reviews</p> <p>6. Provide expert forecasts on the impact of developments such as the Fourth Industrial Revolution, evolution of the global financial system, changes in global value chains on corporate governance and the implications of the latter on economic, political and social domains.</p> <p>7. Present research results through reports, giving presentations and publishing articles and facilitate the validation of the same through AU policy organs and other relevant institutions</p> <p>8. Evaluate the effects of global, continental, and regional policies and laws on corporate governance, regulatory frameworks and self-regulation</p> <p>9. Monitor current events, policy decisions and legislation changes with</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
82	Senior Political Governance Research Officer	P3	<p>1. Develop background papers on democracy and political governance for the APRM Africa Governance report, country reviews and targeted reviews,</p> <p>2. Research political governance subjects in the context of AU frameworks (standards and codes), relevant universal and international governance frameworks to which AU member states subscribe with the aim of continually updating the same.</p> <p>3. Design research projects in congruence with the framework of the APRM tool and collect data from sources such as public opinion surveys, election results and a variety of AU approved sources.</p> <p>4. Routinely employ statistical analysis in the interpretation of research findings to enhance scientific credibility and legitimacy of research outcomes through collaboration with the AU Statistical Office and other partners.</p> <p>5. Develop political theories based on research and historical documents to inform debates and discussions on review of the APRM Conceptual frameworks for country reviews and targeted reviews</p> <p>6. Provide expert forecasts of political governance trends and their implications for the corporate, economic and social spheres of states.</p> <p>7. Present research results through reports, giving presentations and publishing articles and facilitate the validation of the same through AU policy organs and other relevant institutions</p> <p>8. Evaluate the effects of global, continental, and regional policies and laws on governance of the public sector and public governance.</p> <p>9. Monitor current events, policy decisions and legislation changes with implications for political governance.</p> <p>10. Establish formal partnerships with relevant academic institutions, technical research institutions, think tanks and other like-minded multilateral research bodies for engagement in future research.</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
83	Senior Economic Governance Research Officer	P3	<p>1. Develop background papers on economic governance and management to inform APRM Africa Governance report, country reviews and targeted reviews,</p> <p>2. Research economic governance and management subjects in the context of AU frameworks (standards and codes), relevant universal and international governance frameworks to which AU member states subscribe with the aim of continually updating the same.</p> <p>3. Design research projects in congruence with the framework of the APRM tool and collect data from sources such as industry surveys, public opinion surveys and a variety of AU approved sources.</p> <p>4. Routinely employ statistical analysis in the interpretation of research findings to enhance scientific credibility and legitimacy of research outcomes through collaboration with the AU Statistical Office and other partners.</p> <p>5. Develop and review economic governance and management issues based on research and historical documents to inform efforts outlined of the APRM National Programmes of Action from country reviews and targeted reviews</p> <p>6. Provide expert forecasts on the impact of developments such as the Fourth Industrial Revolution, evolution of the global financial system, changes in global value chains on economic governance and management and implications of the latter on corporate, political, and social domains.</p> <p>7. Present research results through reports, giving presentations and publishing articles and facilitate the validation of the same through AU policy organs and other relevant institutions</p> <p>8. Evaluate the effects of global, continental, and regional policies and laws on economic governance and management: economic management, structural policies, policies for social inclusion and public sector</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
84	Senior Socio Economic Development Research Officer	P3	<p>1. Develop background papers on sustainable socio-economic development to inform APRM Africa Governance report, country reviews and targeted reviews,</p> <p>2. Research sustainable socio-economic development subjects in the context of AU frameworks (standards and codes), relevant universal and international governance frameworks to which AU member states subscribe with the aim of continually updating the same.</p> <p>3. Design research projects in congruence with the framework of the APRM tool and collect data from sources such as surveys, public opinion surveys and a variety of AU approved sources.</p> <p>4. Routinely employ statistical analysis in the interpretation of research findings to enhance scientific credibility and legitimacy of research outcomes through collaboration with the AU Statistical Office and other partners.</p> <p>5. Develop and review sustainable socio-economic development issues based on research and historical documents to inform efforts outlined of the APRM National Programmes of Action from country reviews and targeted reviews</p> <p>6. Provide expert forecasts on the impact of developments such as the Fourth Industrial Revolution, changes in global value chains on sustainable socio-economic development and implications of the latter on corporate, economic, political, and social domains.</p> <p>7. Present research results through reports, giving presentations and publishing articles and facilitate the validation of the same through AU policy organs and other relevant institutions</p> <p>8. Evaluate the effects of global, continental, and regional policies and laws on sustainable socio-economic development: inequality, inclusive economic growth and development and climate and environmental</p>	Master's Degree/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
85	Senior State Resilience Research Officer	P3	<p>1. Develop background papers on state resilience to shocks and disaster to inform APRM Africa Governance report, country reviews and targeted reviews,</p> <p>2. Research state resilience to shocks and disaster subjects in the context of AU frameworks (standards and codes), relevant universal and international governance frameworks to which AU member states subscribe with the aim of continually updating the same.</p> <p>3. To establish approach for assessing and monitoring disaster risk that will inform disaster management planning and disaster risk reduction undertaken by organs of state, regional actors and others.</p> <p>4. Design research projects in congruence with the framework of the APRM tool and collect data from sources such as public opinion surveys and a variety of AU approved sources.</p> <p>5. Routinely employ statistical analysis in the interpretation of research findings to enhance scientific credibility and legitimacy of research outcomes through collaboration with the AU Statistical Office and other partners.</p> <p>6. Develop and review state resilience to shocks and disaster issues based on research and historical documents to inform efforts outlined of the APRM National Programmes of Action from country reviews and targeted reviews</p> <p>7. Provide expert forecasts on the impact of developments such as the Fourth Industrial Revolution on state resilience to shocks and disaster and implications of the latter on corporate, economic, political, and social domains.</p> <p>8. Present research results through reports, giving presentations and publishing articles and facilitate the validation of the same through AU policy organs and other relevant institutions</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
86	Senior Research, Methodology and Development Officer	P3	<ol style="list-style-type: none"> <li>1. Conducting research of individual countries data bases including, in particular, data and information related to thematic areas;</li> <li>2. Ensuring provision of necessary inputs to the preparatory process of country reviews, on four thematic areas, including supervising the drafting of relevant documents;</li> <li>3. Ensuring provision of necessary inputs to the preparation of country reports on the implementation the National Programmes of Action (NPOAs) of individual participating countries;</li> <li>4. Facilitating the preparation of papers and background documents for both the review and evaluation processes and also for advocacy towards non-participating African countries as well as external bilateral and multilateral partners;</li> <li>5. Analysing data from countries and other forms of research as required;</li> <li>6. Providing national focal points with necessary information and training, if required, for the preparation of their CSAR;</li> <li>7. Facilitate the development of indicators related to the four thematic areas;</li> <li>8. Facilitating the organisation of workshops to be attended by government officials, academia and private sector with a view to sharing experiences.</li> </ol>	Master's Degree/Bachelor's Degree
87	Senior Africa Governance Report Officer	P3	<ol style="list-style-type: none"> <li>1. Lead the process of identifying the theme for the AGR and defining the critical parameters of the theme into a research framework</li> <li>2. Design innovative and strategic approaches for researching and drafting themes covered by the AGR report;</li> <li>3. Coordinate the APRM Secretariat team engagements with governments developing the AGR, working in close collaboration with APRM strategic and other partners and all other stakeholder including the private sector and civil society;</li> <li>4. Providing technical guidance and inputs into recommendations across all the thematic areas and key areas identified in the AGR</li> <li>5. Present the AGR drafts and final report to AU – APRM policy bodies for validation, sign-off and/or adoption.</li> <li>6. Provide technical inputs to analytic work and advisory services, and/or supervising the preparation of all AGR-related knowledge products and reports ensuring coherence in the analysis of findings and policy recommendations.</li> <li>7. Contribute to knowledge creation and dissemination in all areas of governance, in close collaboration with experts across the APRM Community.</li> <li>8. Contribute to the agenda and implementation of governance knowledge generation, culminating into publications of high-quality expert-level analytical pieces.</li> <li>9. Direct the tone and image of the AGR publication to ensure that it reflects the endogenous understanding of the context and landscape of Africa.</li> </ol>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
88	Africa Governance Report Officer	P2	<ol style="list-style-type: none"> <li>1. Contribute to the articulation of the AGR themes and development of indicators and other parameters for the research framework</li> <li>2. Develop research tools for implementation of research for the AGR report.</li> <li>3. Support the APRM Secretariat team in dealings with governments, APRM strategic and other partners and all other stakeholders including the private sector and civil society;</li> <li>4. Provide inputs into recommendations on key findings and recommendations across all areas identified in the AGR</li> <li>5. Prepare documentation for workshops, review meetings and validation meetings of the AGR.</li> <li>6. Develop AGR-related knowledge products and reports as requested.</li> <li>7. Contribute to knowledge creation in all areas of governance as part of a team of experts for the APRM Community.</li> <li>8. Review specific reports for compliance with AU writing and publishing standards.</li> </ol>	Bachelor's Degree or Master's degree
89	Senior National Governance Report Officer	P3	<ol style="list-style-type: none"> <li>1. Liaise and communicate with member states to complete national governance report.</li> <li>2. Draft and review substantive correspondence for member states regarding the development of national governance report.</li> <li>3. Provide updates to the Head of Division (HoD) regarding matters that require his/her personal attention and assist in formulating options for action and ensure follow-up.</li> <li>4. Supports the Division to accomplish its work in member states regarding projects planned throughout the year.</li> <li>5. Developing necessary documentations including guidelines that will assist member states develop national governance report.</li> <li>6. In collaboration with other APRM national structures, plans and facilitates workshops, trainings and assisting in developing tools for governance reporting.</li> <li>7. In collaboration with member states, facilitates in setting up national team to drive efforts towards the completion of national governance reports.</li> <li>8. Leads national efforts aiming at successful implementation of national governance report</li> <li>9. Develop project proposals for submission to secure resources to support member states to produce national governance reports.</li> <li>10. Provide technical support to National Governance Commissions (NGCs) responsible of coordinating the development of national governance report.</li> <li>11. Provide training to national governing commissions and the national team commissioned to produce national governance report.</li> <li>12. Maintain all relevant records and files to ensure that updates are provided as and when required.</li> </ol>	Master's Degree/Bachelor's Degree
90	National Governance Reporting Officer	P1		Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
91	Head of Research, Credit Rating, Advisory Division	P5	<p>1. Oversee the implementation of all strategic and operational mechanisms to ensure that the scientific methods of risk assessment are consistently applied in the profiling of Member States creditworthiness</p> <p>2. Report to relevant AU organs on the implementation of the strategic and operational mechanisms of support to countries on credit ratings.</p> <p>3. Coordinate Research and Advisory services to countries with a corresponding analysis of the sovereign credit ratings' opinion by international agencies.</p> <p>4. Facilitate the production of knowledge outputs on credit ratings, including the Africa Sovereign Credit Rating Review report, an APRM's bi-annual publication.</p> <p>5. Coordinate the Adhoc Committee of Experts on credit ratings (a consultative platform and reference group for technical review of the recommendations emanating from APRM special studies on support to Member States in the field of international credit ratings.</p> <p>6. Coordinate the Continental information sharing platform for AU member states peer-learning and information exchange.</p> <p>7. Oversee technical support to countries to improve the outcomes of future credit rating reviews for all AU Member States.</p> <p>8. Periodically engage international credit rating agencies on salient issues raised by AU Member States.</p> <p>9. Coordinating research activities on individual countries on the APRM thematic as well as related development areas;</p> <p>10. In cooperation with the HOD: Knowledge Management, Monitoring and Evaluation, and Coordinators for thematic areas, organizing the preparation of individual countries data bases including, in particular, data and information related to thematic areas;</p> <p>11. Ensuring provision of necessary inputs to the preparatory process of</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
92	Admin Assistant	GSAS	<p>1. Organise the Head of Division office such as arranging documents for documentation, implementation of follow-up actions;</p> <p>2. Preparing and editing letters, memos, and emails;</p> <p>3. Arranging meetings, appointments, including arrangements of travels and hotel reservations, preparation of travel authorizations, processing requests for visas, and other documents.</p> <p>4. Organise travel reconciliations for the Head of Division;</p> <p>5. Custodian for management of office stationery supplies including maintenance of stock list of stationery, distribution of stationery as required by divisions staff and keeping a log of distribution.</p> <p>6. Meeting coordinator (Take minutes and distributing of Agenda and minutes)</p> <p>7. Support the Head of Division coordinating and organizing staff leave;</p> <p>8. Maintenance of the filing system ensuring safekeeping of confidential materials.</p> <p>9. Administrative support to conferences, workshops, retreats.</p> <p>10. Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the Director.</p>	Master's Degree
93	Senior Credit Rating Agency Officer	P3	<p>1. Develop and apply scientific methods of risk assessment are consistently applied in the profiling of Member States creditworthiness. 2. Provide research and advisory services to countries with a corresponding analysis of the sovereign credit ratings' opinion by international agencies.</p> <p>3. Generate knowledge on credit ratings, including the Africa Sovereign Credit Rating Review report, an APRM's bi-annual publication.</p> <p>4. Make routine presentations to the Adhoc Committee of Experts on credit ratings (a consultative platform and reference group for technical review of the recommendations emanating from APRM special studies) on research available to support Member States in the field of international credit ratings.</p> <p>5. Manage the Continental information sharing platform for AU member states peer-learning and information exchange.</p> <p>6. Periodically engage international credit rating agencies on salient issues raised by AU Member States.</p> <p>7. Perform fundamental credit analysis modelling for sovereign issuers in Africa.</p>	Master's Degree/Bachelor's Degree
94	Credit Rating Agency Officer	P2		Bachelor's Degree or Master's degree
Monitoring and Evaluation Directorate				

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
95	Director	D1	<p>Main Functions: 1. Monitor and Report on the implementation of the review report recommendations and the National Plan of Actions that are harmonized with National Development Plans</p> <p>2. Track the progress made by AU member States on key Governance area of the continent including the Agenda 2063 (Aspiration 3) and SDGs</p> <p>3. Improve the APRM working methodology, tools, and processes, as well as capacitating the APRM National Structures to conduct country assessments and M&amp;E of the NPoAs</p> <p>4. Evaluate the effectiveness, efficiency, relevance, and high-quality impact of the implementation of APRM programmes, the National Plan of Actions or NGP, the Agenda 2063 and SDGs. Specific Responsibilities:</p> <p>1. Ensure that APRM National Structures are capacitated to conduct country self-assessments, monitor and report regularly on the implementation of the National Plan of Action and the National Governance Plans.</p> <p>2. Ensure that APRM methodology and processes, as well as Monitoring, Reporting and Evaluations tools are improved</p> <p>3. Coordinate and ensure the effectiveness of the Monitoring, Reporting and Evaluation (MR&amp;E) of the implementation of the APRM review reports recommendations, and the National Plans of Actions that are harmonized with National Development Plans</p> <p>4. Ensure that Member States are supported in implementing governance improvements in the APRM Five thematic areas including Agenda 2063 and SDG 2030</p> <p>5. Ensure the effectiveness and high-quality impact of the implementation of the APRM programmes, the Reviews recommendations, the National Plan of Actions, and the National Governance Plans on the Member States governance</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
96	Admin Assistant	GSAS	<p>Main Functions: 1.Assist the Director of Monitoring &amp; Evaluation in the implementation of the directorate's operations</p> <p>2.Assist the Director of Monitoring &amp; Evaluation to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the Director of Monitoring &amp; Evaluation for effective and efficient functioning of directorate</p> <p>4.Support to administrative and logistical services of the directorate</p> <p>5.Support the directorate maintenance and assets management. Specific Responsibilities: The Administrative Assistant of the Director of Monitoring &amp; Evaluation will be specifically tasked with the following:</p> <p>1.Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.</p> <p>2.Provision of inputs to preparation of administrative team results-oriented workplans</p> <p>3.Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.</p> <p>4.Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.</p> <p>5.Translation of simple correspondences from English to French or vis versa, when needed.</p> <p>6.Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions</p> <p>7.Support to organization of procurement processes</p> <p>8.Preparation of PRs and uploading into SAP system.</p> <p>Arrangements of travel and hotel reservations, preparation of travel</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
97	Head of Monitoring & Evaluation of National Governance Programmes	P5	<p>Main Functions: 1. 1.Facilitates and support the country review processes by bringing innovation in the review methodology and tools.</p> <p>2.Establishes a robust framework for monitoring and tracking progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>3.Monitors and tracks progress in the delivery of the Division's performance targets.</p> <p>4.Cultivates a knowledge management culture through promotion of publications on progress made by countries in the implementation of the APRM programmes, review recommendations, NPoAs and NGPs,</p> <p>5.Ensure knowledge sharing and transfer across APRM participating countries and AU member states.</p> <p>6.Evaluate the impact of the implementation of APRM programmes, the Reviews recommendations, the National Plan of Actions, and the National Governance Plans in the five(5) APRM Thematic areas, Democratic and Political Governance, Economic governance and Management, Corporate Governance, Socio-Economic Development, and State Resilience to Shock and Disaster .</p> <p>7.Collaborates with other Directorates and Divisions to ensure strategic coherence and overall synergy of the APRM's governance programmes and the delivery of high impact results for the Member states. Specific Responsibilities: The Head of Monitoring &amp; Evaluation of National Governance Programmes Division will be specifically task to:</p> <p>1.Design and develop standardised and harmonised methodology for data collection process against agreed upon indicators essential for Monitoring the implementation of the NPoA and the NGP..</p> <p>2.Establish an internal system for measuring and ensuring that the</p>	Master's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
98	Admin Assistant	GSAS	<p>Main Functions: 1.Assist the HoD in the implementation of the division's operations</p> <p>2.Assist the HoD to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the HoD for effective and efficient functioning of division</p> <p>4.Support to administrative and logistical services of the division</p> <p>5.Support the division maintenance and assets management</p> <p>6.Support the division knowledge building and knowledge sharing.</p> <p>Specific Responsibilities: The Administrative Assistant of the HoD Monitoring &amp; Evaluation of National Governance Programmes will be specifically tasked to the following:</p> <p>1.Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.</p> <p>2.Provision of inputs to preparation of administrative team results-oriented workplans</p> <p>3.Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.</p> <p>4.Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.</p> <p>5.Translation of simple correspondences from English to French or vis versa, when needed.</p> <p>6.Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions</p> <p>7.Support to organization of procurement processes</p> <p>Preparation of PRS and uploading into SAP system.</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
99	Senior Monitoring & Evaluation of National Governance Programmes	P3	<p>Main Functions: •Assist the Head of Division in establishing a robust framework for monitoring and tracking progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>•Collaborates with other Divisions and Directorates to ensure coherence and overall synergy in the implementation of the APRM's programmes and the delivery of high impact results for the Member states.</p> <p>•Evaluates the impact of the implementation of APRM programmes, the Reviews recommendations, the National Plan of Actions, and the National Governance Plans in the five(5) APRM Thematic areas, Democratic and Political Governance, Economic governance and Management, Corporate Governance, Socio-Economic Development, and State Resilience to Shock and Disaster.</p> <p>•Cultivates a knowledge management culture through promotion of studies and publications that will ensure knowledge sharing and transfer across AU member states. Specific Responsibilities: The Senior Monitoring and Evaluation - National Governance Programmes Officer will be specifically tasked to:</p> <p>•Design and develop standardised and harmonised methodology for data collection and evaluation against agreed upon indicators essential for the Monitoring and Evaluation of National Programme of Action as well as National Governance policies.</p> <p>•Establish an internal system for tracking, measuring, and ensuring that the desired outputs and results are achieved in the process of monitoring the implementation of NPoA.</p> <p>•Review the current indicators for Monitoring and reporting on Member States performance against NPoA performance targets,</p> <p>•Identify potential bottlenecks and recommend reliable measures.</p> <p>Review the current questionnaire, processes and systems developed to</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
100	Senior Monitoring & Evaluation of National Governance Programmes	P3	<p>Main Functions: •Assist the Head of Division in establishing a robust framework for monitoring and tracking progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>•Collaborates with other Divisions and Directorates to ensure coherence and overall synergy in the implementation of the APRM's programmes and the delivery of high impact results for the Member states.</p> <p>•Evaluates the impact of the implementation of APRM programmes, the Reviews recommendations, the National Plan of Actions, and the National Governance Plans in the five(5) APRM Thematic areas, Democratic and Political Governance, Economic governance and Management, Corporate Governance, Socio-Economic Development, and State Resilience to Shock and Disaster.</p> <p>•Cultivates a knowledge management culture through promotion of studies and publications that will ensure knowledge sharing and transfer across AU member states. Specific Responsibilities: The Senior Monitoring and Evaluation - National Governance Programmes Officer will be specifically tasked to:</p> <p>•Design and develop standardised and harmonised methodology for data collection and evaluation against agreed upon indicators essential for the Monitoring and Evaluation of National Programme of Action as well as National Governance policies.</p> <p>•Establish an internal system for tracking, measuring, and ensuring that the desired outputs and results are achieved in the process of monitoring the implementation of NPoA.</p> <p>•Review the current indicators for Monitoring and reporting on Member States performance against NPoA performance targets,</p> <p>•Identify potential bottlenecks and recommend reliable measures.</p> <p>Review the current questionnaire, processes and systems developed to</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
101	Monitoring & Evaluation of National Governance Programmes Officer	P2	<p>Main Functions: 1.Assist the Senior M&amp;E Officer in drafting the framework and templates for monitoring, tracking, reporting and evaluation of progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>2.Assist the Senior M&amp;E Officer in effectively Monitoring, tracking, reporting and evaluating the progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>3.Assist the Senior M&amp;E Officer in organising workshops for knowledge sharing. Specific Responsibilities: 1.Assisting the Senior M&amp;E Officer in reviewing the current indicators for Monitoring, reporting and evaluation of Member State performance against NPoA performance targets,</p> <p>2.Assisting the Senior M&amp;E Officer in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&amp;E Officer in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&amp;E Officer in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&amp;E Officer in drafting progress reports, documenting best practices and lessons learned in implementing NPoA and NGP at country level.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
102	Monitoring & Evaluation of National Governance Programmes Officer	P1	<p>Main Functions: 1.Assist the Senior M&amp;E Officer in drafting the framework and templates for monitoring, tracking, reporting and evaluation of progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>2.Assist the Senior M&amp;E Officer in effectively Monitoring, tracking, reporting and evaluating the progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs).</p> <p>3.Assist the Senior M&amp;E Officer in organising workshops for knowledge sharing. Specific Responsibilities: The Monitoring &amp; Evaluation of National Governance - Programmes Officer (P1) will be specifically tasked in:</p> <p>1.Assisting the Senior M&amp;E Officer and other M&amp;E officers in the department in reviewing the current indicators for Monitoring, reporting and evaluation of Member State performance against NPoA performance targets,</p> <p>2.Assisting the Senior M&amp;E Officer and other M&amp;E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&amp;E Officer and other M&amp;E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting progress reports, documenting best practices and lessons learned in implementing NPoA and NGP at country level.</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
103	Senior Statistician	P3	<p>Main Functions:</p> <ol style="list-style-type: none"> <li>1.Ensure high quality data and maintain the data base of the M&amp;E component of the APRM Knowledge Hub</li> <li>2.Support the Secretariat's Directorates and Divisions in undertaking statistical operations including surveys, data analysis and forecasting</li> <li>3.Propose rationale for introducing governance indices and Index in tracking key governance areas on the continent from APRM's perspective.</li> </ol> <p>Specific Responsibilities: The Senior Statistician will be specifically tasked to:</p> <ol style="list-style-type: none"> <li>1.Develop a comprehensive governance Framework with clearly defined clusters and indicators at various levels</li> <li>2.In collaboration with the Senior M&amp;E officer, profile all indicators</li> <li>3.Identify the sources of data, plan for data collection, etc. for all profiled indicators</li> <li>4.In collaboration with other colleagues within the Division, embark on data collection, both primary and secondary data, for all the predefined indicators from all the countries and other relevant organisations.</li> <li>5.Develop a solid and reliable statistical / econometric methodology for data aggregation</li> <li>6.Compute various indices for the defined clusters / themes and overall index of governance performance on the continent.</li> </ol>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
104	Statistician	P2	<p>Main Functions: 1.Assist the Senior Statistician in tracking key governance areas on the continent from APRM's perspective.</p> <p>2.Assist the Senior Statistician and the evaluation team in developing surveys instruments, collecting data and statistics on the implementation and impact of Agenda 2063 and SDGs, APRM programmes, National Plan of Actions and National Governance Plans.</p> <p>3.Coordinate the maintenance of the APRM statistic data base and provide input to the M&amp;E component of the Knowledge Hub. Specific Responsibilities: The statistician will be specifically tasked to:</p> <p>1.Assist the Senior Statistician in Identifying the sources of data, plan for data collection, etc. for all profiled indicators</p> <p>2.Assist the Senior statistician in statistical data collection, forecasting, mapping and index building.</p> <p>3.Assist the Senior statistician to propose appropriate infographics of portraying the various indices as well as the overall index to help visualize the data</p> <p>4.Assist the Senior statistician to draft the biannual data report</p> <p>5.Propose appropriate tools for data mining and analysis</p> <p>6.Collect data from appropriate statistical sources</p> <p>7.Develop a verification system for data cleaning.</p> <p>8.Process the data aggregation and visualisation through the Knowledge Hub</p> <p>9.Assist the Senior Statistician in disseminating APRM Governance data and indices</p> <p>10.Develop surveys instruments and coordinate the implementation of the surveys in cooperation with other Divisions and Unit of the Secretariat.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
105	Programme Officer	P1	<p>Main Functions: 1.Assist the Senior M&amp;E Officer in drafting the framework and templates for monitoring, tracking, reporting and evaluation of progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs). 2.Assist the Senior M&amp;E Officer in effectively Monitoring, tracking, reporting and evaluating the progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs). 3.Assist the Senior M&amp;E Officer in organising workshops for knowledge sharing. Specific responsibilities:The Programmes Officer (P1) will be specifically tasked in:</p> <p>1.Assisting the Senior M&amp;E Officer and other M&amp;E officers in the department in reviewing the current indicators for Monitoring, reporting and evaluation of Member State performance against NPoA performance targets,</p> <p>2.Assisting the Senior M&amp;E Officer and other M&amp;E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&amp;E Officer and other M&amp;E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting progress reports, documenting best practices and lessons learned in implementing NPoA and NGP at country level.</p>	Diploma/Bachelor's Degree



No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
106	Programme Officer	P1	<p>Main Functions: 1.Assist the Senior M&amp;E Officer in drafting the framework and templates for monitoring, tracking, reporting and evaluation of progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs). 2.Assist the Senior M&amp;E Officer in effectively Monitoring, tracking, reporting and evaluating the progress made in the implementation of the APRM programmes, National Governance Plans (NGP) and the National Plan of actions (NPoAs). 3.Assist the Senior M&amp;E Officer in organising workshops for knowledge sharing. Specific responsibilities:The Programmes Officer (P1) will be specifically tasked in:</p> <p>1.Assisting the Senior M&amp;E Officer and other M&amp;E officers in the department in reviewing the current indicators for Monitoring, reporting and evaluation of Member State performance against NPoA performance targets,</p> <p>2.Assisting the Senior M&amp;E Officer and other M&amp;E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&amp;E Officer and other M&amp;E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&amp;E Officer and other M&amp;E officers in drafting progress reports, documenting best practices and lessons learned in implementing NPoA and NGP at country level.</p>	Diploma/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
107	Database Administrator	P2	<p>Main Functions: 1.Assist the Senior Statistician and the evaluation team in developing surveys instruments, collecting data and statistics on the implementation and impact of Agenda 2063 and SDGs, APRM programmes, National Plan of Actions and National Governance Plans.</p> <p>2.Coordinate the maintenance of the APRM statistic data base and provide input to the M&amp;E component of the knowledge Hub. Specific responsibilities: The database administrator will be specifically tasked to:</p> <p>1.Assist the Senior Statistician in Identifying the sources of data, plan for data collection, etc. for all profiled indicators</p> <p>2.Assist the Senior statistician in statistical data collection</p> <p>3.Assist the Senior statistician to propose appropriate infographics of portraying the various indices as well as the overall index to help visualize the data</p> <p>4.Assist in data mining and statistical analysis</p> <p>5.Assist the statistic team in data verification and data cleaning.</p> <p>6.Assist in processing the data through the Knowledge Hub and facilitation its visualisation</p> <p>7.Assist the Senior Statistician in disseminating APRM Governance data and indices</p> <p>8.Continue improving the APRM E-questionnaire Tool</p> <p>9.Assist in the development of the survey's instruments through the e-questionnaire tool and rollout the surveys in cooperation with other Divisions and Unit of the Secretariat.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
108	Senior Economist	P3	<p>Main Functions: 1.Evaluate the impact of the implementation of APRM programmes, the Reviews recommendations, the National Plan of Actions, and the National Governance Plans in the five(5) APRM Thematic areas, Democratic and Political Governance, Economic governance and Management, Corporate Governance, Socio-Economic Development, and State Resilience to Shock and Disaster.</p> <p>2.Collaborates with other Directorates and Divisions to ensure strategic coherence and overall synergy of the APRM's governance programmes and the delivery of high impact results for the Member states.</p> <p>3.Cultivates a knowledge management culture through promotion of studies and publications that will ensure knowledge sharing and transfer across AU member states. Specific responsibilities: The Senior Economist will be specifically task to support the Head of Division to:</p> <p>1.Design and develop M&amp;E frameworks, methods, and tools for evaluating APRM governance programmes, the NPoA, the review recommendation and the NGPs as well as National Governance policies.</p> <p>2.Managing the M&amp;E processes, ensuring the quality of deliverables, and presenting the Evaluation reports to the Director and APRM senior management.</p> <p>3.In close collaboration with the statistics team, coordinate the evaluation's data collection and the thematic analysis in line with the evaluation design and methods.</p> <p>4.Coordinating the Preparation of the working paper for the evaluation report.</p> <p>5.Coordinating the consolidation of the Evaluation report on the impact of the implementation of APRM programmes, the NPoAs, the NGPs and the Review recommendations on the AU member states.</p> <p>6.Thematic evaluation of the coherence, effectiveness, efficiency,</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
109	Head of Monitoring & Evaluation of Continental & Global Governance Progra	P5	<p>Main Functions: 1.Initiate programs and projects pertinent to good governance and rule of law at the APRM Secretariat</p> <p>2.Contribute to the APRM Governance reports including Africa Governance Report and other knowledge products on Agenda 2063 and SDGs, particularly SDG 16: strong, effective, and efficient institutions</p> <p>3.Collaborate with AU AGA members, other AU organs and institutions, UN bodies as well as Regional Economic Communities to harmonize APRM engagement for the attainment of SDGs and Agenda 2063 in Africa. Specific responsibilities: 1.Assist the Director for Monitoring and Evaluation in supporting the UN Voluntary National Reviews (VNRs) processes towards achieving SDGs and the effective governance of SDGs and Agenda 2063 in Africa.</p> <p>2.Assist the Director for Monitoring and Evaluation in encouraging peer-learning, capacity building, and sharing of expertise among AU Member States for the VNRs preparations</p> <p>3.Following up on the Member States' reporting on both agendas through the APRM National Governance Councils and Secretariats in AU countries and raising awareness of AU tools for M&amp;E of SDGs and Agenda 2063 reporting framework.</p> <p>4.Work with the Monitoring and reporting Division to develop the APRM questionnaire and align it with the Agenda 2063 and SDGs indicators adequately.</p> <p>5.Assist the Director for Monitoring and Evaluation in conducting research and meticulous policy-oriented reviews to the Member States' performance on SDGs with a particular focus on SDG 16 &amp;17.</p> <p>6.Advocating Agenda 2063 notions and principles for integrated, prosperous, and peaceful Africa.</p> <p>7.Promoting South-South cooperation in Africa for the achievement of</p>	Master's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
110	Senior Programme Officer Continental & Global Governance Programmes	P3	<p>Main Functions: 1.Assisting the Head of Division in initiating and implementing programs and projects pertinent to good governance and rule of law at the APRM Secretariat</p> <p>2.Contributing to the APRM reports including Africa Governance Report and other knowledge products on Agenda 2063 and SDGs, particularly SDG 16: strong, effective, and efficient institutions</p> <p>3.Assisting the Head of Division in following- up collaboration with UN, AUC and other AU organs, RECs to harmonize APRM engagement for the attainment of SDGs and Agenda 2063 in Africa. Specific responsibilities:</p> <p>1.Reporting to the Head of Division- M&amp;E of Continental and Global Governance and liaising with the M&amp;E of National Governance Programmes Division team whenever necessary.</p> <p>2.Consolidating Reports, chapters, concept notes on SDG 16 or other knowledge documents pertinent to SDG 16 and 17</p> <p>3.Preparing invitation letters, agendas and other relevant necessary paperwork for the unit activities,</p> <p>4.Supervising regional meetings, workshops and training on SDGs and Agenda 2063 and South-South Cooperation</p> <p>5.Assisting the Director for Monitoring and Evaluation in supporting the UN Voluntary National Reviews (VNRs) processes towards achieving SDGs and the effective governance of SDGs and Agenda 2063 in Africa.</p> <p>6.Assisting the Head of Division in encouraging peer-learning, capacity building, and sharing of expertise among AU Member States for the VNRs preparations</p> <p>7.Assist the Head of Division in following up on the Member States' reporting on both agendas through the APRM National Governance Councils and Secretariats in AU Member States and raising awareness on the SDGs and Agenda 2063 M&amp;E and Reporting tools</p> <p>Assist the Head of Division in advocating on Agenda 2063 notions and</p>	Master's Degree/Bachelor's Degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
111	Senior Programme Officer Continental & Global Governance Programmes	P3	<p>Main Functions: 1.Assisting the Head of Division in initiating and implementing programs and projects pertinent to good governance and rule of law at the APRM Secretariat</p> <p>2.Contributing to the APRM reports including Africa Governance Report and other knowledge products on Agenda 2063 and SDGs, particularly SDG 16: strong, effective, and efficient institutions</p> <p>3.Assisting the Head of Division in following- up collaboration with UN, AUC and other AU organs, RECs to harmonize APRM engagement for the attainment of SDGs and Agenda 2063 in Africa. Specific responsibilities:</p> <p>1.Reporting to the Head of Division- M&amp;E of Continental and Global Governance and liaising with the M&amp;E of National Governance Programmes Division team whenever necessary.</p> <p>2.Consolidating Reports, chapters, concept notes on SDG 16 or other knowledge documents pertinent to SDG 16 and 17</p> <p>3.Preparing invitation letters, agendas and other relevant necessary paperwork for the unit activities,</p> <p>4.Supervising regional meetings, workshops and training on SDGs and Agenda 2063 and South-South Cooperation</p> <p>5.Assisting the Director for Monitoring and Evaluation in supporting the UN Voluntary National Reviews (VNRs) processes towards achieving SDGs and the effective governance of SDGs and Agenda 2063 in Africa.</p> <p>6.Assisting the Head of Division in encouraging peer-learning, capacity building, and sharing of expertise among AU Member States for the VNRs preparations</p> <p>7.Assist the Head of Division in following up on the Member States' reporting on both agendas through the APRM National Governance Councils and Secretariats in AU Member States and raising awareness on the SDGs and Agenda 2063 M&amp;E and Reporting tools</p> <p>Assist the Head of Division in advocating on Agenda 2063 notions and</p>	Master's Degree/Bachelor's Degree

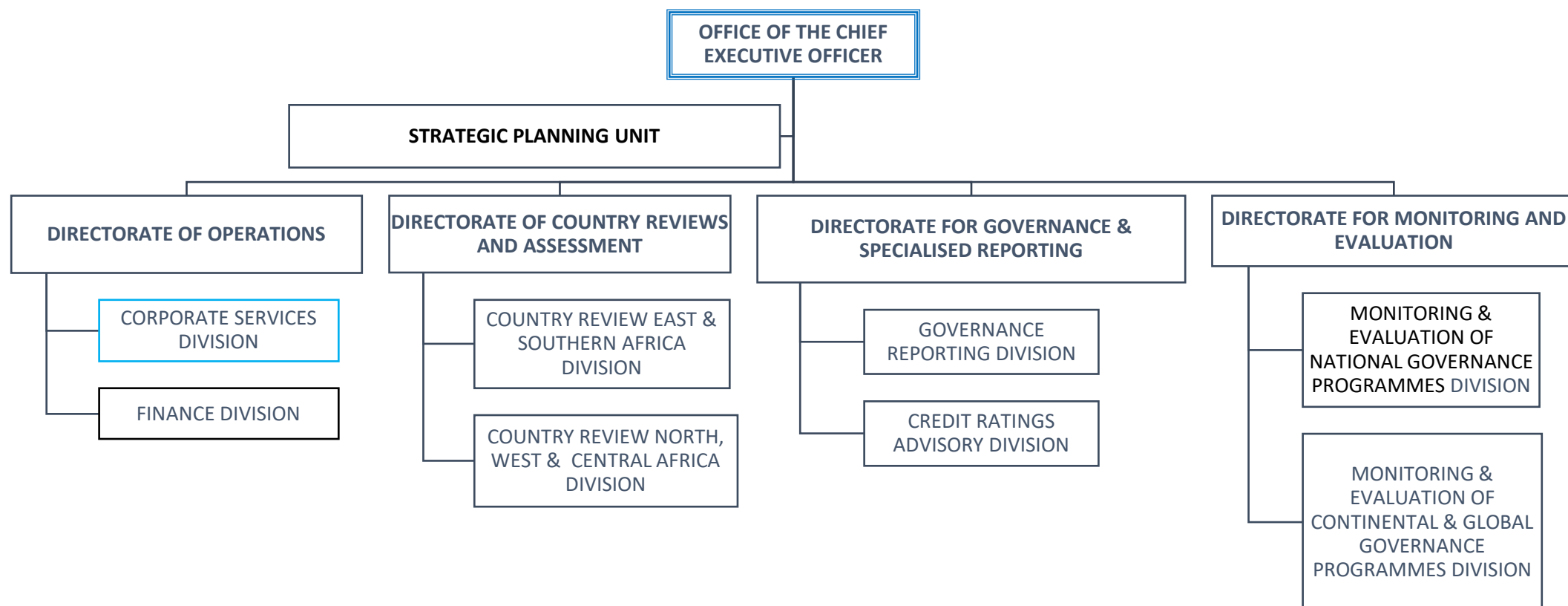
No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
112	Programme Officer Continental & Global Governance Programmes	P2	<p>Main functions: 1.Assist the M&amp;E of Continental and Global Governance Division's Senior officers with background information and data on Democracy, Political Governance, Human Right and Rules of law of the African Union Agenda 2063 and on UN Agenda 2030.</p> <p>2.Assist the M&amp;E of Continental and Global Governance Division's Senior officers with background information and data on the UN Agenda 2030.</p> <p>3.Assist the Senior Officers in organising workshops and meetings.</p> <p>Specific Responsibilities: The Programme Assistant (M&amp;E of Continental and Global Governance Division's) will be specifically tasked to:</p> <p>1.Support the conceptualization and design of programs and projects relevant to the monitoring and evaluation of Agenda 2063 and SDGS</p> <p>2.Contribute to the drafting of APRM reports</p> <p>3.Conduct desk research on the relevant governance studies.</p> <p>4.Draft concept notes, policy briefs, terms of reference and chapters on SDG 16 and other knowledge products</p> <p>5.Provide information for reviewing countries progress</p> <p>6.Identify and liaise with Member States, RECs, Intergovernmental organizations, academia, other relevant bodies and experts</p> <p>7.Collect and collate data on policies, programmes and activities in individual APRM Member States</p> <p>8.Prepare invitation letters, agendas and other relevant necessary paperwork for the unit activities</p> <p>9.Perform any other duties as may be assigned.</p>	Bachelor's Degree or Master's degree

No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
113	Programme Officer Continental & Global Governance Programmes	P2	<p>Main functions: 1.Assist the M&amp;E of Continental and Global Governance Division's Senior officers with background information and data on Democracy, Political Governance, Human Right and Rules of law of the African Union Agenda 2063 and on UN Agenda 2030.</p> <p>2.Assist the M&amp;E of Continental and Global Governance Division's Senior officers with background information and data on the UN Agenda 2030.</p> <p>3.Assist the Senior Officers in organising workshops and meetings.</p> <p>Specific Responsibilities: The Programme Assistant (M&amp;E of Continental and Global Governance Division's) will be specifically tasked to:</p> <p>1.Support the conceptualization and design of programs and projects relevant to the monitoring and evaluation of Agenda 2063 and SDGS</p> <p>2.Contribute to the drafting of APRM reports</p> <p>3.Conduct desk research on the relevant governance studies.</p> <p>4.Draft concept notes, policy briefs, terms of reference and chapters on SDG 16 and other knowledge products</p> <p>5.Provide information for reviewing countries progress</p> <p>6.Identify and liaise with Member States, RECs, Intergovernmental organizations, academia, other relevant bodies and experts</p> <p>7.Collect and collate data on policies, programmes and activities in individual APRM Member States</p> <p>8.Prepare invitation letters, agendas and other relevant necessary paperwork for the unit activities</p> <p>9.Perform any other duties as may be assigned.</p>	Bachelor's Degree or Master's degree



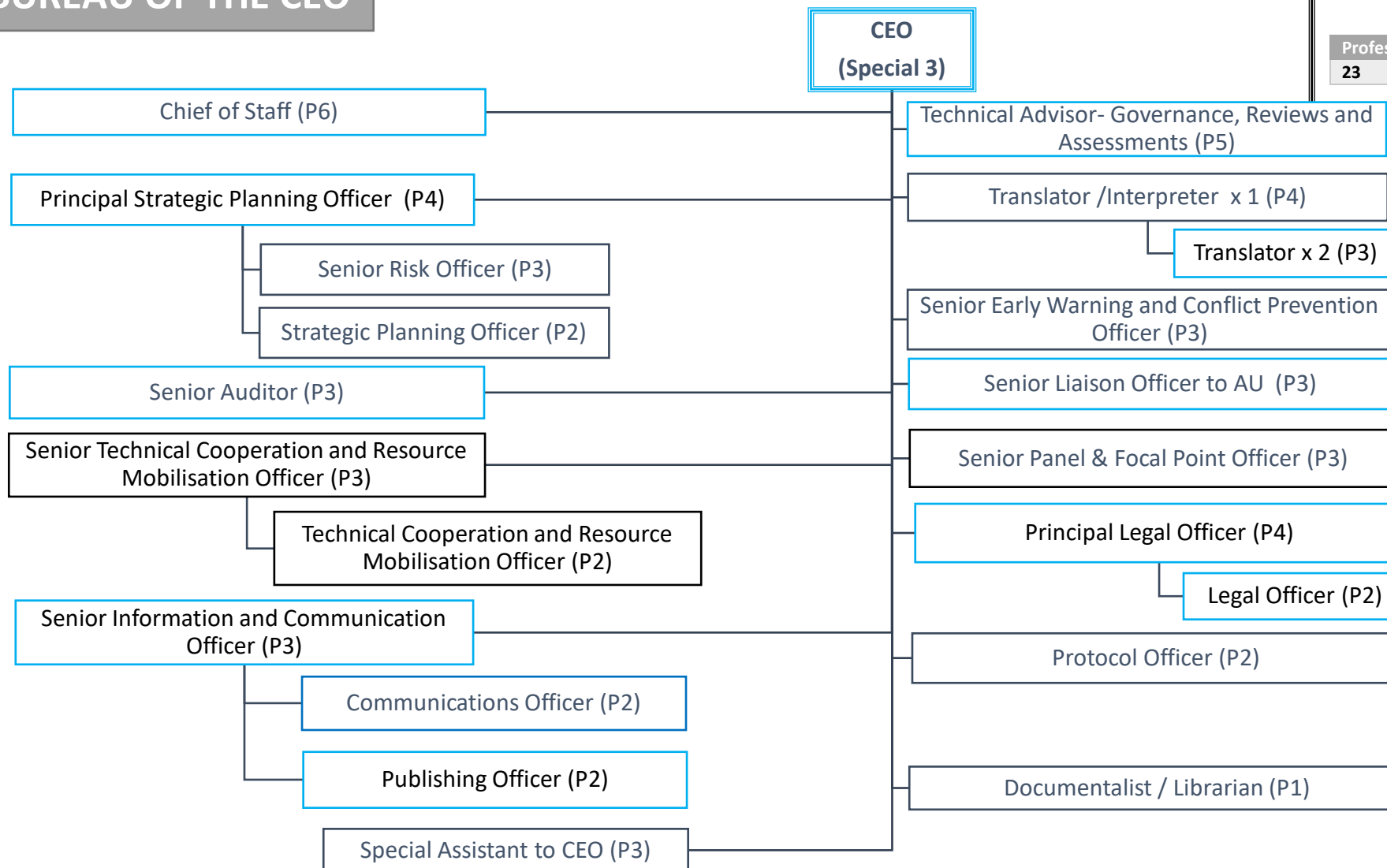
No.	POSITION TITLE	GRADES	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
CEO's Office				
114	Programme Assistant	GSA5	<p>Main Functions: 1.Assist the HoD in the implementation of the division's operations</p> <p>2.Assist the HoD to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the HoD for effective and efficient functioning of division</p> <p>4.Support to administrative and logistical services of the division</p> <p>5.Support the division maintenance and assets management</p> <p>6.Support the division knowledge building and knowledge sharing.</p> <p>Specific Responsibilities: The Programme Assistant of the HoD M&amp;E of Continental and Global Governance will be specifically tasked with the following:</p> <p>1.Provision of inputs to the APRM administrative business processes mapping and implementation of the internal standard operating procedures.</p> <p>2.Provision of inputs to preparation of administrative team results-oriented workplans</p> <p>3.Contacts with visitors and staff, arrangement of appointments and meetings, acting as an interpreter when required and/or taking minutes.</p> <p>4.Compilation and preparation of briefing and presentation materials, speeches, background information and documentation for meetings and missions.</p> <p>5.Translation of simple correspondences from English to French or vis versa, when needed.</p> <p>6.Organization of shipments, customs clearance arrangements, preparation of documents for APRM shipments (received/sent), Preparation of all necessary documentation, implementation of follow-up actions</p> <p>7.Support to organization of procurement processes</p> <p>Preparation of PRs and uploading into SAP system.</p>	Diploma/Bachelor's Degree

## APRM SECRETARIAT - PROPOSED STRUCTURE - 2021



# APRM SECRETARIAT - PROPOSED STRUCTURE - 2021

## BUREAU OF THE CEO



### CEO's Support Staff (5):

- Private Secretary x 1 (GSA 5)
- Admin Assistant x 2 (GSA 5)
- Driver x 1 (GSB7)
- Household Staff x 1 (GSB 5)

Professional Staff	Assistants
23	5

# APRM SECRETARIAT - PROPOSED STRUCTURE - 2021

## DIRECTORATE OF OPERATIONS

### Director's Support Staff (1):

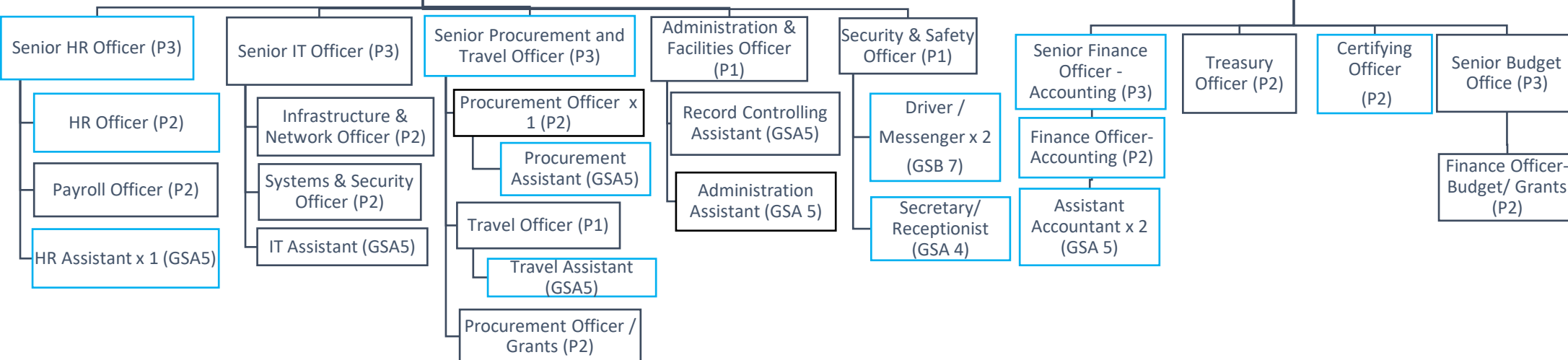
- Admin Assistant (GSA 5)

Professional Staff	Assistants
21	12

Director of Operations  
(D1)

Head of Corporate Services  
Division (P5)

Head of Finance Division  
(P5)



## DIRECTORATE OF COUNTRY REVIEW AND ASSESSMENT

Director of Country  
Review and Assessment  
(D1)

### Director's Support Staff (1):

- Admin Assistant x 2 (GSA 5)

Professional Staff	Assistants
13	2

Regional Coordinator - North, West &  
Central Africa (P5)

Regional Coordinator - East, & Southern  
Africa (P5)

Senior Country Review  
Officer - Economic  
Governance(P3)

Senior Country Review  
Officer - Corporate  
Governance (P3)

Senior Country Review  
Officer - Socio Economic  
Development & Gender  
(P3)

Senior Country Review  
Officer - Democracy &  
Political Governance(P3)

Senior Country Review  
Officer - State Resilience  
(P3)

Country Review Officer -  
Economic Governance  
Officer (P2)

Country Review Officer -  
Corporate Governance  
(P2)

Socio Economic  
Development & Gender  
Officer (P2)

Democracy & Political  
Governance Officer (P2)

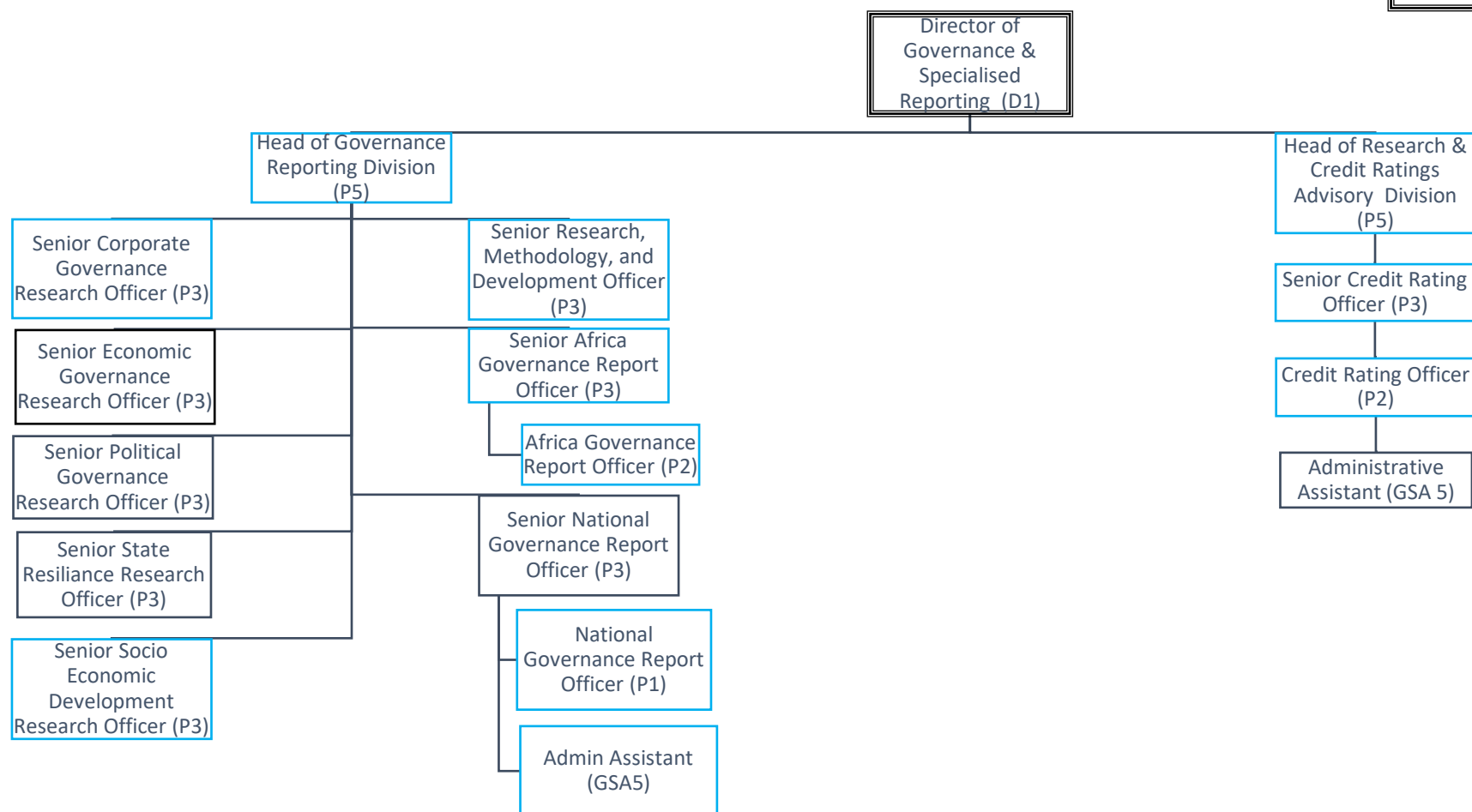
Country Review Officer -  
State Resilience (P2)

## DIRECTORATE FOR GOVERNANCE & SPECIALISED REPORTING

### Director's Support Staff (1):

- Admin Assistant x 1 (GSA 5)

Professional Staff	Assistants
15	3

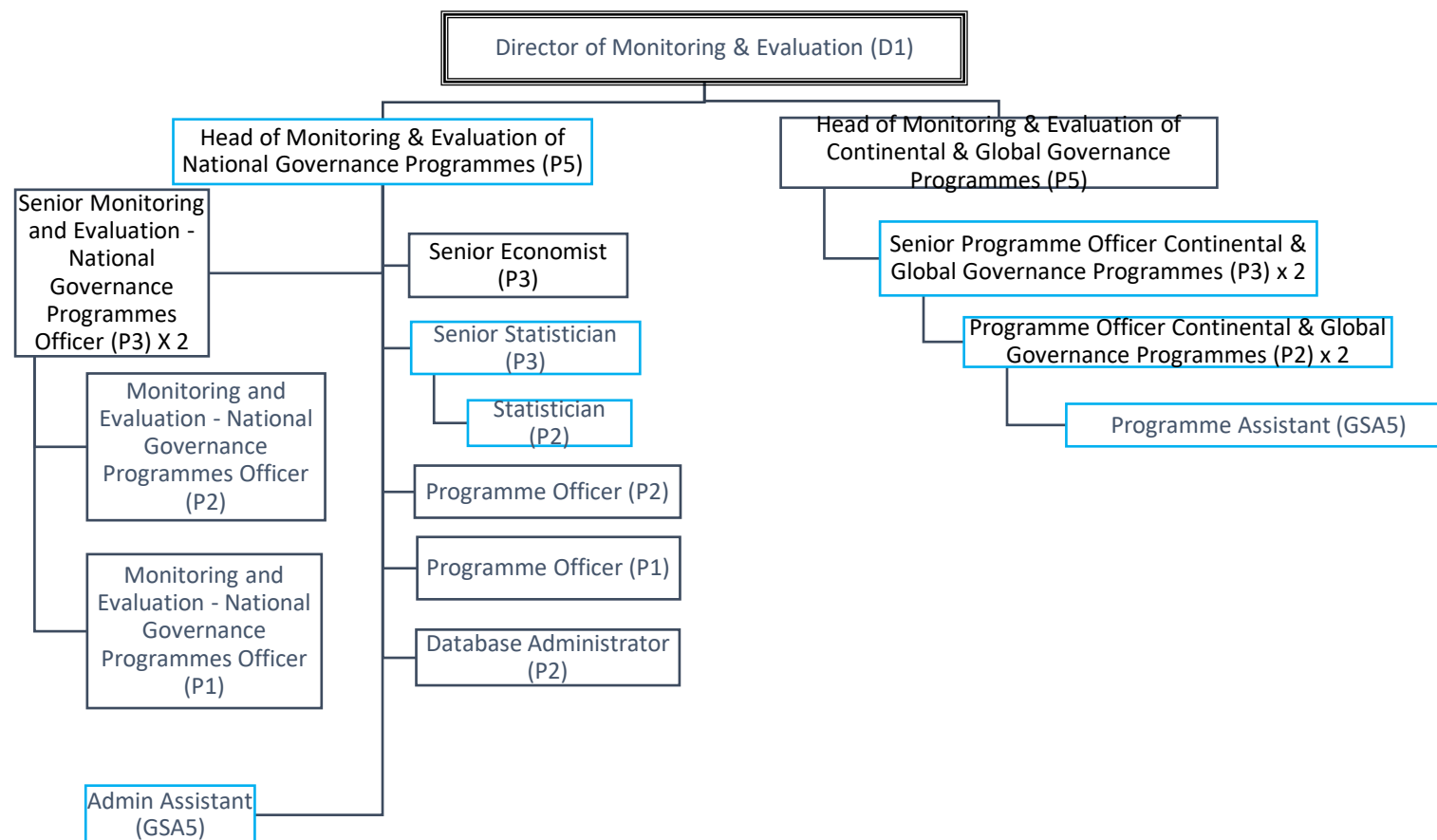


## DIRECTORATE FOR MONITORING AND EVALUATION

Director's Support Staff (1):

- Admin Assistant x 1(GSA 5)

Professional Staff	Assistants
17	3



Title	Grade	Step	Dependents						Basic Pay	Post Adj.	Spouse All.	Child All.	Dependency	Housing	Pens. Sal.	Pension	Pension	Total Pension	Non-Residence All.	Education Allowance	TOTAL	
			int/loc	Status	Spouse	C-Int	C-Loc	Total		57%	5%	\$250		All.	117%	12%	19%					
										% of BS	5% of BS	20.83 per child		All.	(117% of BS)	Employee	Employer					
CEO's Office																						
1	Chief Executive Officer	Com	3	loc	1	0	1	2	151,242.00	86,207.94	7,562.10	250.00	7,812.10	\$13,650	176,953.14	21,234.38	33,621.10	33,621.10		3,300.00	295,833.38	
2	Chief of Staff	P6	4	int	1	0	1	1	66,233.00	37,752.81	3,311.65	-	3,311.65	\$27,291	77,492.61	9,299.11	14,723.60	14,723.60		-	149,311.94	
3	Technical Advisor- Governance, Reviews and Assessments	P5	1	int	1	2		3	50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84	20,000.00		141,280.24	
4	Special Assistant to CEO	P3	1	Int	1	2		1	37,453.00	28,925.22	1,872.65		1,872.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80			98,409.35	
5	Private Secretary	GSAS	1	int	1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02	
6	Senior Auditor	P3	1	int	1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
7	Senior AU Liaison Officer	P3	1	int	1	2	0	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
8	Senior Early Warning and Conflict Prevention Officer	P3	1	int	1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
9	Senior Panel and Focal Point Officer	P3	1	int	1	2	0	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
10	Protocol Officer	P2	1	int	1	2	0	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47	
11	Driver	GSB7	1	loc	1	0	2	2	6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40	
12	Household Staff	GSB5	1	loc	1	1	1	2	4,963.00		248.15	250	498.15		5,086.71	696.81	1,103.27	1,103.27			6,564.42	
13	Administration Assistant	GSAS	1	Int	1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02	
14	Administration Assistant	GSAS	1	Int	1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02	
Strategic Planning																						
15	Principal Strategic Planning Officer	P4	1	int		1	2	3	42,879.00	24,441.03	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00	20,000.00		124,057.82	
16	Strategic Planning Officer	P2	1	int	1	2	0	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47	
17	Senior Risk Officer	P3	1	int	1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
Technical Cooperation and Resource Mobilisation																						
18	Senior Technical Cooperation and Resource Mobilisation Officer	P3	1	int	1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34	
19	Technical Cooperation and Resource Mobilisation Officer	P2	1	int	1	2	0	3	31,073.00	17,712	1,553.65	500	2,053.65	21832.68	36,355.41	4,362.65	6,907.53	6,907.53	20000		99,578.47	
Media and Communications																						
20	Senior Information and Communication Officer	P3	1	loc		1	0	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$9,825	43,820.01	5,258.40	8,325.80	8,325.80	6,600.00		85,924.40
21	Communications Officer	P2	1	loc		0	0	0	0	31,073.00	17,711.61	-	-	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53		-	64,425.21	
22	Publishing Officer	P2	1	loc		0	0	0	0	31,073.00	17,711.61	-	-	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53		-	64,425.21	
Conference Management Division																						
23	Interpreter/ Translator	P4	1	int		1	2	3	42,879.00	24,441.03	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00	20,000.00		124,057.82	
24	Translator	P3	1	int		1	4	0	5	37,453.00	21,348.21	1,872.65	1000	2872.65	21832.68	43,820.01	5,258.40	8,325.80	8,325.80	40,000.00		131,832.34
25	Translator	P3	1	int		1	2	0	3	37,453.00	21,348.21	1,872.65	500	2372.65	21832.68	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34
26	Documentationist/Librarian	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00		89,353.70
Legal Unit																						
27	Principal Legal Counsel	P4	1	int		1	2		3	42,879.00	24,441.03	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00	20,000.00		124,057.82
28	Legal Officer	P2	1	int		1	2	0	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47
Directorate of Operations																						
29	Director	D1	1	int		1	2		3	78,138.00	44,538.66	3,906.90	500.00	4,406.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08	20,000.00		191,744.52
30	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
31	Head of Corporate Service Division	P5	1	int		1	1	2	2	50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84	10,000.00		131,030.24
32	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02
Human Resource Division																						
33	Senior HR Officer	P3	5	int		0	0	0	0	40,877.00	23,299.89	-	-	-	\$21,833	47,826.09	5,739.13	9,086.96	9,086.96		-	95,096.53
34	HR Officer	P2	1	loc		1	0	3	4	31,073.00	17,711.61	1,553.65	750.00	2,303.65	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53	9,900.00		76,628.86
35	Payroll Officer	P2	1	loc		1	0	3	4	31,073.00	17,711.61	1,553.65	750.00	2,303.65	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53	9,900.00		76,628.86
36	HR Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	8,733.07	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		56,530.66
IT Division																						
37	Senior IT Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$8,733	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		98,232.73
38	Infrastructure & Network Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47
39	Systems & Security Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47
40	IT Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	8,733.07	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		56,530.66
Procurement and Facilities Division																						
41	Senior Procurement and Travel Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00		111,332.34
42	Procurement Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47
43	Procurement Officer - Grant	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00		99,578.47
44	Procurement Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02
45	Travel Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00		89,353.70
46	Travel Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02
47	Administration & Facilities Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00		89,353.70
48	Security & Safety Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00		89,353.70
49	Record Controlling Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00		64,611.02
50	Secretary/Receptionist	GSAA	1	int		1	2		3	12,834.00	7,315.38	641.70	500.00	1,141.70	\$21,833	15,015.78	1,801.89	2,853.00	2,853.00	20,000.00		65,976.76
51	Driver/Messenger	GSB7	1	loc		1	0	2	2	6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40
52	Driver /Messenger	GSB7	1	loc		1	0	2	2	6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40
Finance Division																						
53	Head of Division	P5	1	int		1	1	2	50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291								



72	Country Review Officer - Corporate Governance	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
73	Senior Country Review Officer - State Resilience	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
74	Country Review Officer - State Resilience	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
75	Senior Country Review Officer Socio Economic Development, Gender Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
76	Country Review Socio Economic Development, Gender Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
<b>Directorate for Governance &amp; Specialised Reporting</b>																						
77	Director	D1	1	int		1	3		4	78,138.00	44,538.66	3,906.90	750.00	4,656.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08		30,000.00	201,994.52
78	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
<b>Governance Reporting Division</b>																						
79	Head of Governance Reporting Division	P5	1	int		1	1	2		50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		10,000.00	131,030.24
80	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
81	Senior Corporate Governance Research Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
82	Senior Political Governance Research Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
83	Senior Economic Governance Research Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
84	Senior Socio Economic Development Research Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
85	Senior State Resilience Research Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
86	Senior Research, Methodology and Development Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
87	Senior Africa Governance Report Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
88	Africa Governance Report Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
89	Senior National Governance Report Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
90	National Governance Reporting Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
<b>Credit Rating Division</b>																						
91	Head of Research, Credit Rating, Advisory Division	P5	1	int		1	1	2		50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		10,000.00	131,030.24
92	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
93	Senior Credit Officer	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
94	Credit Rating Agency Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
<b>Directorate Monitoring and Evaluation</b>																						
95	Director	D1	1	int		1	3		4	78,138.00	44,538.66	3,906.90	750.00	4,656.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08		30,000.00	201,994.52
96	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
<b>Monitoring &amp; Evaluation of National Governance Programmes</b>																						
97	Head of Monitoring & Evaluation of National Governance Programmes	P5	1	int		1	1	2		50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		10,000.00	131,030.24
98	Admin Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
99	Senior Monitoring & Evaluation of National Governance Programmes	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
100	Senior Monitoring & Evaluation of National Governance Programmes	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
101	Monitoring & Evaluation of National Governance Programmes Officer	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
102	Monitoring & Evaluation of National Governance Programmes Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
103	Senior Statistician	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
104	Statistician	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
105	Programme Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
106	Programme Officer	P1	1	int		1	2		3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
107	Database Administrator	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
108	Senior Economist	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
<b>Monitoring &amp; Evaluation of Continental &amp; Global Governance Programmes</b>																						
109	Head of Monitoring & Evaluation of Continental & Global Governance	P5	1	int		1	2		3	50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$24,562	59,372.82	7,124.74	11,280.84	11,280.84		20,000.00	138,551.20
110	Senior Programme Officer Continental & Global Governance	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
111	Senior Programme Officer Continental & Global Governance Programme	P3	1	int		1	2		3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
112	Programme Officer Continental & Global Governance Programmes	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
113	Programme Officer Continental & Global Governance Programmes	P2	1	int		1	2		3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
114	Programme Assistant	GSAS	1	int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
<b>TOTAL</b>																						
						104	186	16	303	3,867,919	2,162,935	185,859	53,500	239,359	2,277,959	4,525,465	543,056	859,838	859,838	0	2,009,700	11,417,711

	Title	Grade	Step	Dependents						Basic Pay	Post Adj.	Spouse All.	Child All.	Dependency	Housing	Pens. Sal.	Pension	Pension	Non-Residence All.	Education Allowance	TOTAL	
				int/loc	Status	Spouse	C-Int	C-Loc	Total		57%	5%	\$250		All.	117%	12%	19%				
											% of BS	5% of BS	20.83 per child			(117% of BS)	Employee	Employer				Total Pension
CEO's Office																						
1	Special Assistant to CEO	P3	1	Int		1		1	37,453.00	21,348.21	1,872.65	-	1,872.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	-		90,832.34	
2	Private Secretary	GSA5	1	Int	1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
3	Senior Panel and Focal Point Officer (Reclassified)	P3	1	Int		1	2	0	3	11,930.00	6,800.10	596.50	500.00	1,096.50	\$21,833	13,958.10	1,674.97	2,652.04	2,652.04	20,000.00	64,311.32	
4	Protocol Officer	P2	1	Int	1	2	0	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
5	Administration Assistant	GSA5	1	Int		1	2		3	15,758.00	7,248.68	787.90	500.00	1,287.90	\$16,813	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02	
6	Senior Risk Officer	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
Directorate of Operations																						
7	Director	D1	1	Int		1	2	3	78,138.00	44,538.66	3,906.90	500.00	4,406.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08	20,000.00	191,744.52		
8	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
9	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
Human Resource																						
10	Payroll Officer	P2	1	loc		1	0	3	4	31,073.00	17,711.61	1,553.65	750.00	2,303.65	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53	9,900.00	76,628.86	
ICT																						
11	Senior IT Officer	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$8,733	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	98,232.73		
12	Infrastructure & Network Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
13	Systems & Security Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
14	IT Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	8,733.07	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	56,530.66		
Procurement and Facilities																						
15	Procurement Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
16	Procurement Officer - Grant	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
17	Travel Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
18	Security & Safety Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
19	Record Controlling Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
Finance																						
20	Head of Division	P5	1	Int		1	1	2	50,746.00	28,925.22	2,537.30	250.00	2,787.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84	10,000.00	131,030.24		
21	Senior Budget Officer	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
22	Finance Officer-Budget/Grant	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
23	Treasury Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
24	Assistant Accountant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
Directorate Country Review and Assessment																						
25	Director	D1	1	Int		1	3	4	78,138.00	44,538.66	3,906.90	750.00	4,656.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08	30,000.00	201,994.52		
26	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
27	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
28	Regional Coordinator East and Southern Africa (Reclassified)	P5	1	Int		1	1	2	7,867.00	4,484.19	393.35	250.00	643.35	\$27,291	9,204.39	1,104.53	1,748.83	1,748.83	10,000.00	52,034.25		
29	Country Review Officer - Economic Governance (Reclassified)	P2	1	Int		1	2	3	15,315.00	8,729.55	765.75	500.00	1,265.75	\$21,833	17,918.55	2,150.23	3,404.52	3,404.52	20,000.00	70,547.50		
30	Country Review Officer - Democracy and Political Governance (Reclassified)	P2	1	Int		1	2	3	15,315.00	8,729.55	765.75	500.00	1,265.75	\$21,833	17,918.55	2,150.23	3,404.52	3,404.52	20,000.00	70,547.50		
31	Country Review Officer - Corporate Governance (Reclassified)	P2	1	Int		1	2	3	15,315.00	8,729.55	765.75	500.00	1,265.75	\$21,833	17,918.55	2,150.23	3,404.52	3,404.52	20,000.00	70,547.50		
32	Country Review Officer - State Resilience	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
33	Country Review Socio Economic Development, Gender Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
Directorate for Governance & Specialised Reporting																						
34	Director	D1	1	Int		1	3	4	78,138.00	44,538.66	3,906.90	750.00	4,656.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08	30,000.00	201,994.52		
Governance Reporting Division																						
35	Head of Governance Reporting Division (Reclassified)	P5	1	Int		1	1	2	7,867.00	4,484.19	393.35	250.00	643.35	\$27,291	9,204.39	1,104.53	1,748.83	1,748.83	10,000.00	52,034.25		
36	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
37	Senior State Resilience Research Officer	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
38	Senior National Governance Report Officer	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
39	National Governance Reporting Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
Credit Rating Division																						
40	Head of Research, Credit Rating, Advisory Division (Reclassified)	P5	1	Int		1	1	2	7,867.00	4,484.19	393.35	250.00	643.35	\$27,291	9,204.39	1,104.53	1,748.83	1,748.83	10,000.00	52,034.25		
41	Admin Assistant	GSA5	1	Int		1	2	3	15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00	20,000.00	64,611.02		
42	Credit Rating Agency Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
Directorate Monitoring and Evaluation																						
43	Director	D1	1	Int		1	3	4	78,138.00	44,538.66	3,906.90	750.00	4,656.90	27,290.88	91,421.46	10,970.58	17,370.08	17,370.08	30,000.00	201,994.52		
Monitoring & Evaluation of National Governance Programmes																						
44	Senior Monitoring & Evaluation of National Governance Programmes	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
45	Senior Monitoring & Evaluation of National Governance Programmes	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
46	Monitoring & Evaluation of National Governance Programmes Officer	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
47	Monitoring & Evaluation of National Governance Programmes Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
48	Programme Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
49	Programme Officer	P1	1	Int		1	2	3	25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76	20,000.00	89,353.70		
50	Senior Economist	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
Monitoring & Evaluation of Continental & Global Governance Programmes																						
51	Head of Monitoring & Evaluation of Continental & Global Governance Prog	P5	1	Int		1	2	3	50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$24,562	59,372.82	7,124.74	11,280.84	11,280.84	20,000.00	138,551.20		
52	Senior Programme Officer Continental & Global Governance Programmes	P3	1	Int		1	2	3	37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80	20,000.00	111,332.34		
53	Programme Officer Continental & Global Governance Programmes	P2	1	Int		1	2	3	31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53	20,000.00	99,578.47		
54	Programme Assistant	GSA																				

	Title	Grade	Step	Cost Centre	int/loc	Dependents				
						Status	Spouse	C-Int	C-Loc	Total
CEO's Office										
1	Chief Executive Officer	Com	3		loc		1	0	1	2
2	Technical Coordinator/ Capacity Development	P5	1		int		1	2		3
3	Senior Auditor	P3	1		int		1	2		3
4	Senior Liaison Officer	P3	1		int		1	2		3
5	Principal Legal Counsel	P4	1		int		1	2		3
6	Legal Associate	P1	1		int		1	2		3
Chief of Staff Office										
7	Chief of Staff	P6	4		int		1	0		1
8	Admin Assistant	GSA5	4		loc		1	0	2	3
9	Panel, Focal Points and NGC Support	P2	4		int		1	1		2
10	Meeting Workflow Officer	P1	1		int		1	2		3
Strategic Planning Unit										
11	Senior Partnership Officer	P3	1		int		1	2		3
12	Partnership Officer	P2	1		int		1	2		3
Strategic Planning Unit										
13	Principal Strategic Planning Officer	P4	9		int		1	1		2
14	Strategic Planning and Officer	P2	1		int		1	2		3
Media and Communications Unit										
15	Senior Media and Communication Officer	P4	10		loc		1	0	2	3
16	Communications Officer	P2	1		loc		0	0	0	0
17	Publishing officer Officer	P2	1		int		1	2	0	3
Conferencing Unit										
18	Interpreters- Translators	P4	4		int		1	4	0	5
19	Translator	P3	1		int		1	4	0	5
20	Translator- Editor	P3	1		int		1	2	0	3
21	Driver-Messenger	GSB7	1		Local		1	0	2	2
22	Driver-Messenger	GSB7	1		Local		1	0	2	2
Finance and Administration Division										
23	Finance, Administration and HR Coordinator	P5	1		int		1	2		3
Human Resource Unit										
24	Senior HR Officer	P3	4		int		0	0		0
25	HR/Payroll Officer	P2	1		loc		1	0	3	4
26	HR Assistant	GSA5	1		int		1	2		3
Finance Unit										
27	Senior Finance Officer/Accounts/Budget	P3	10		loc		0	0	0	0
28	Certifying Officer	P2	1		loc		1	0	1	2
29	Finance Officer	P2	1		int		1	2		3
30	Accounts Assistant	GSA5	1		int		1	2		3
Procurement and Facilities Unit										
31	Senior Procurement Officer	P3	1		int		1	2		3
32	Procurement Assistant	GSA5	1		int		1	2		3
33	Travel Assistant	GSA5	1		int		1	2		3
34	Receptionist/Secretary	GSA4	1		loc		1	0	2	3
35	Database Administrator	P1	4		loc		1	0	0	1
36	Driver-Messenger	GSB7	1		Local		1	0	2	2
Country Review Coordination Division										
37	Country Review Coordinator	P5	4		int		0	3		3

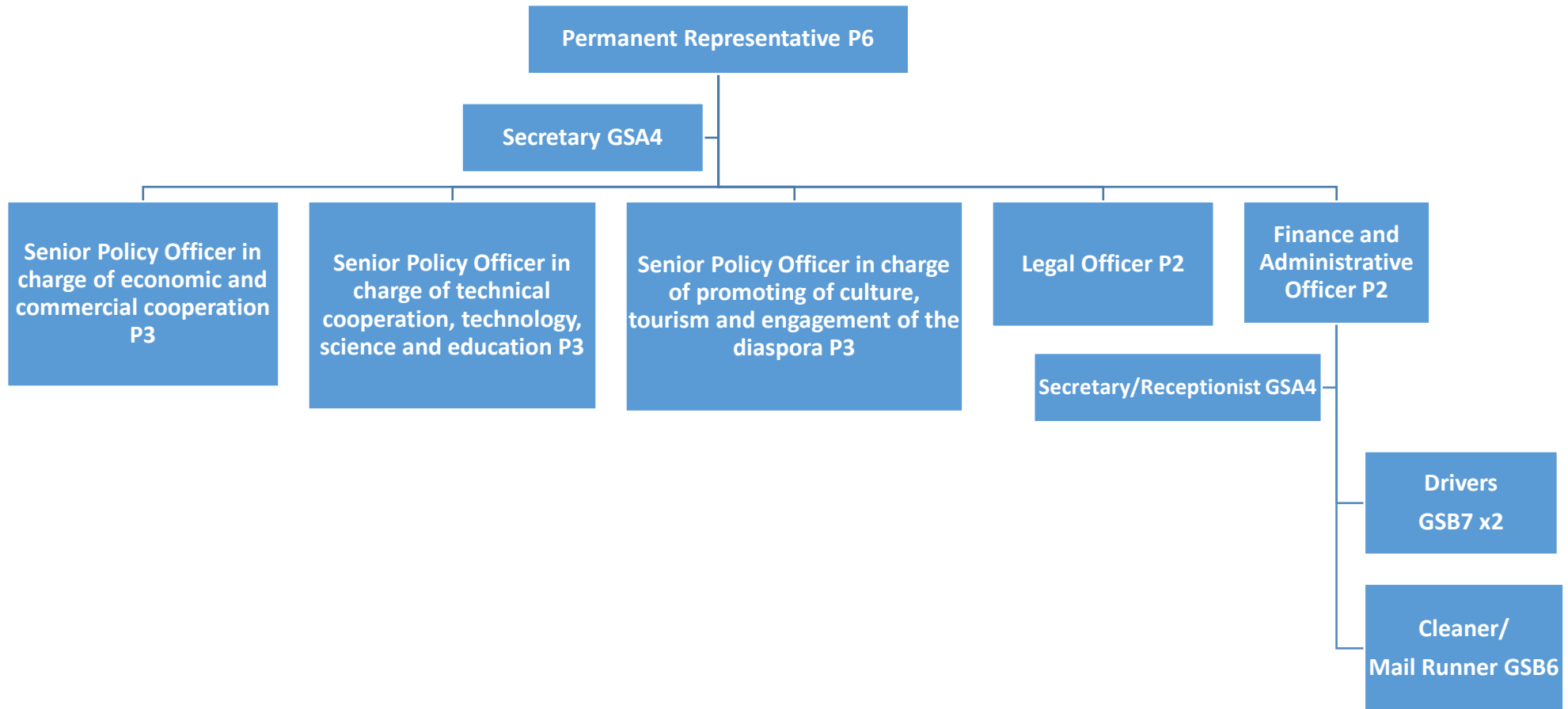
38	Principal Regional Coordinator (North,West&Central Africa)	P4	1		int		1	2		3
39	Principal Regional Coordinator (Southern Africa)	P4	1		int		1	2		3
40	Principal Regional Coordinator (East Africa)	P4	1		int		1	2		3
41	Country Review Principal E Africa	P3	1		int		1	2		3
42	Country Review Principal S Africa	P3	1		int		1	2		3
43	Country Review Principal W Africa	P3	1		int		1	1		2
44	Country Review Principal N&C Africa	P3	1		int		1	2		3
45	Research Assistant	P1	1		int		0	0		0
46	Research Assistant	P1	1		int		1	2		3
47	Research Assistant	P1	1		int		1	2		3
<b>Monitoring and Evaluation Division</b>										
48	Monitoring and Evaluation Coordinator	P5	4		int		1	2		3
49	Senior Research Methodology and Dev. Coordination	P3	1		loc		0	0	0	0
50	Senior Researcher Socio-Eco Dev. Integrated Studies	P3	1		int		0	0		0
51	Senior Researcher Corporate Governance/Int. Studies	P3	1		int		1	2		3
52	Principal Researcher Democracy &Political Gov./Int. Studies	P4	1		int		1	2		3
53	Principal Economist/Integration Studies	P4	1		int		1	2		3
54	Documentalist and Office Assistant	P1	1		int		1	2		3
55	Admin Assistant	GSA5	4		loc		1	0	2	3
56	Admin Assistant	GSA5	4		loc		1	0	2	3
57	Personal Assistant	GSA4	1		loc		1	0	1	2
58	Senior Statistician Officer	P3	1		int		0	0		0
59	Statistician	P2	1		int		1	0		1
60	Research Assistant	P1	1		int		1	2		3
61	Research Assistant	P1	1		int		1	2		3
<b>Agenda 2063 &amp; SDG 2030 Division</b>										
62	Senior Officer (Agenda 2063 & SDG)	P3	1		int		1	0		1
63	Chief Governance Officer	P3	1		int		1	1		2
64	Officer (Agenda 2063 & SDG)	P2	1		int		1	2		3
65	Governance Officer	P2	1		int		1	2		3
66	Senior Early Warning & Conflict Prevention Officer	P3	1		int		1	1		2
67	Senior Rating Agency Researcher	P3	1		int		1	1		2
<b>TOTAL</b>										

Basic Pay	Post Adj.	Spouse All.	Child All.	Dependency	Housing	Pens. Sal.	Pension	Pension	Total Pension	Non-Residence All.	Education Allowance	TOTAL
	57%	5%	\$250			117%	12%	19%				
	% of BS	5% of BS	20.83 per child		All.	(117% of BS)	Employee	Employer				
151,242.00	86,207.94	7,562.10	250.00	7,812.10	\$13,650	176,953.14	21,234.38	33,621.10	33,621.10		3,300.00	295,833.38
50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		20,000.00	141,280.24
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
42,879.00	24,441.03	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	124,057.82
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
66,233.00	37,752.81	3,311.65	-	3,311.65	\$27,291	77,492.61	9,299.11	14,723.60	14,723.60		-	149,311.94
18,716.00	8,609.36	935.80	500.00	1,435.80	-	21,897.72	2,627.73	4,160.57	4,160.57		6,600.00	39,521.73
34,051.00	19,409.07	1,702.55	250.00	1,952.55	\$21,833	39,839.67	4,780.76	7,569.54	7,569.54		10,000.00	94,814.84
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
53,382.00	30,427.74	2,669.10	250.00	2,919.10	\$21,833	62,456.94	7,494.83	11,866.82	11,866.82		10,000.00	130,428.34
31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
54,697.00	31,177.29	2,734.85	500.00	3,234.85	\$9,825	63,995.49	7,679.46	12,159.14	12,159.14		6,600.00	117,693.02
31,073.00	17,711.61	-	-	-	\$6,550	36,355.41	4,362.65	6,907.53	6,907.53		-	62,241.94
31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
46,818.00	26,686.26	2,340.90	1,000.00	3,340.90	\$24,562	54,777.06	6,573.25	10,407.64	10,407.64		40,000.00	151,814.64
37,453.00	21,348.21	1872.65	1000	2872.65	21832.68	43,820.01	5,258.40	8325.8019	8,325.80		40000	131,832.34
37,453.00	21,348.21	1872.65	500	2372.65	21832.68	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40
6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40
50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		20,000.00	141,280.24
40,877.00	2,043.85	-	-	-	\$21,833	47,826.09	5,739.13	9,086.96	9,086.96		-	73,840.49
31,073.00	17,711.61	1,553.65	750.00	2,303.65	\$8,733	36,355.41	4,362.65	6,907.53	6,907.53		9,900.00	76,628.86
15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
47,725.00	27,203.25	-	-	-	\$6,550	55,838.25	6,700.59	10,609.27	10,609.27		-	92,087.32
31,073.00	17,711.61	1,553.65	250.00	1,803.65	\$6,550	36,355.41	4,362.65	6,907.53	6,907.53		3,300.00	67,345.59
31,073.00	17,711.61	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		20,000.00	99,578.47
15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
15,758.00	7,248.68	787.90	500.00	1,287.90	16,813.44	18,436.86	2,212.42	3,503.00	3,503.00		20,000.00	64,611.02
12,834.00	5,903.64	641.70	500.00	1,141.70	\$0	15,015.78	1,801.89	2,853.00	2,853.00		6,600.00	29,332.34
28,113.00	16,024.41	1,405.65	-	1,405.65	\$6,550	32,892.21	3,947.07	6,249.52	6,249.52		-	58,342.38
6,935.00		346.75	500	846.75		8,113.95	973.67	1,541.65	1,541.65			9,323.40
50,746.00	28,925.22	-	750.00	750.00	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		30,000.00	148,992.94

42,879.00	2,143.95	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	101,760.74
42,879.00	2,143.95	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	101,760.74
42,879.00	2,143.95	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	101,760.74
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
37,453.00	21,348.21	1,872.65	250.00	2,122.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		10,000.00	101,082.34
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
25,523.00	14,548.11	-	-	-	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		-	67,577.55
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
50,746.00	28,925.22	2,537.30	500.00	3,037.30	\$27,291	59,372.82	7,124.74	11,280.84	11,280.84		20,000.00	141,280.24
37,453.00	21,348.21	-	-	-	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		-	88,959.69
37,453.00	21,348.21	-	-	-	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		-	88,959.69
37,453.00	21,348.21	1,872.65	500.00	2,372.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		20,000.00	111,332.34
42,879.00	2,143.95	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	101,760.74
42,879.00	2,143.95	2,143.95	500.00	2,643.95	\$24,562	50,168.43	6,020.21	9,532.00	9,532.00		20,000.00	101,760.74
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
18,716.00	10,668.12	935.80	500.00	1,435.80	-	21,897.72	2,627.73	4,160.57	4,160.57		6,600.00	41,580.49
18,716.00	10,668.12	935.80	500.00	1,435.80	-	21,897.72	2,627.73	4,160.57	4,160.57		6,600.00	41,580.49
12,834.00	5,903.64	641.70	250.00	891.70	\$0	15,015.78	1,801.89	2,853.00	2,853.00		3,300.00	25,782.34
37,453.00	21,348.21	-	-	-	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		-	88,959.69
31,073.00	14,293.58	1,553.65	-	1,553.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53		-	75,660.44
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
25,523.00	14,548.11	1,276.15	500.00	1,776.15	\$21,833	29,861.91	3,583.43	5,673.76	5,673.76		20,000.00	89,353.70
37,453.00	21,348.21	1,872.65	-	1,872.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		-	90,832.34
37,453.00	21,348.21	1,872.65	250.00	2,122.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		10,000.00	101,082.34
31,073.00	14,293.58	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53			76,160.44
31,073.00	14,293.58	1,553.65	500.00	2,053.65	\$21,833	36,355.41	4,362.65	6,907.53	6,907.53			76,160.44
37,453.00	21,348.21	1,872.65	250.00	2,122.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		10,000.00	101,082.34
37,453.00	21,348.21	1,872.65	250.00	2,122.65	\$21,833	43,820.01	5,258.40	8,325.80	8,325.80		10,000.00	101,082.34
<b>2,338,117</b>	<b>1,166,057</b>	<b>101,491</b>	<b>27,250</b>	<b>128,741</b>	<b>1,220,025</b>	<b>2,735,597</b>	<b>328,272</b>	<b>519,763</b>	<b>519,763</b>	<b>0</b>	<b>882,800</b>	<b>6,254,944</b>

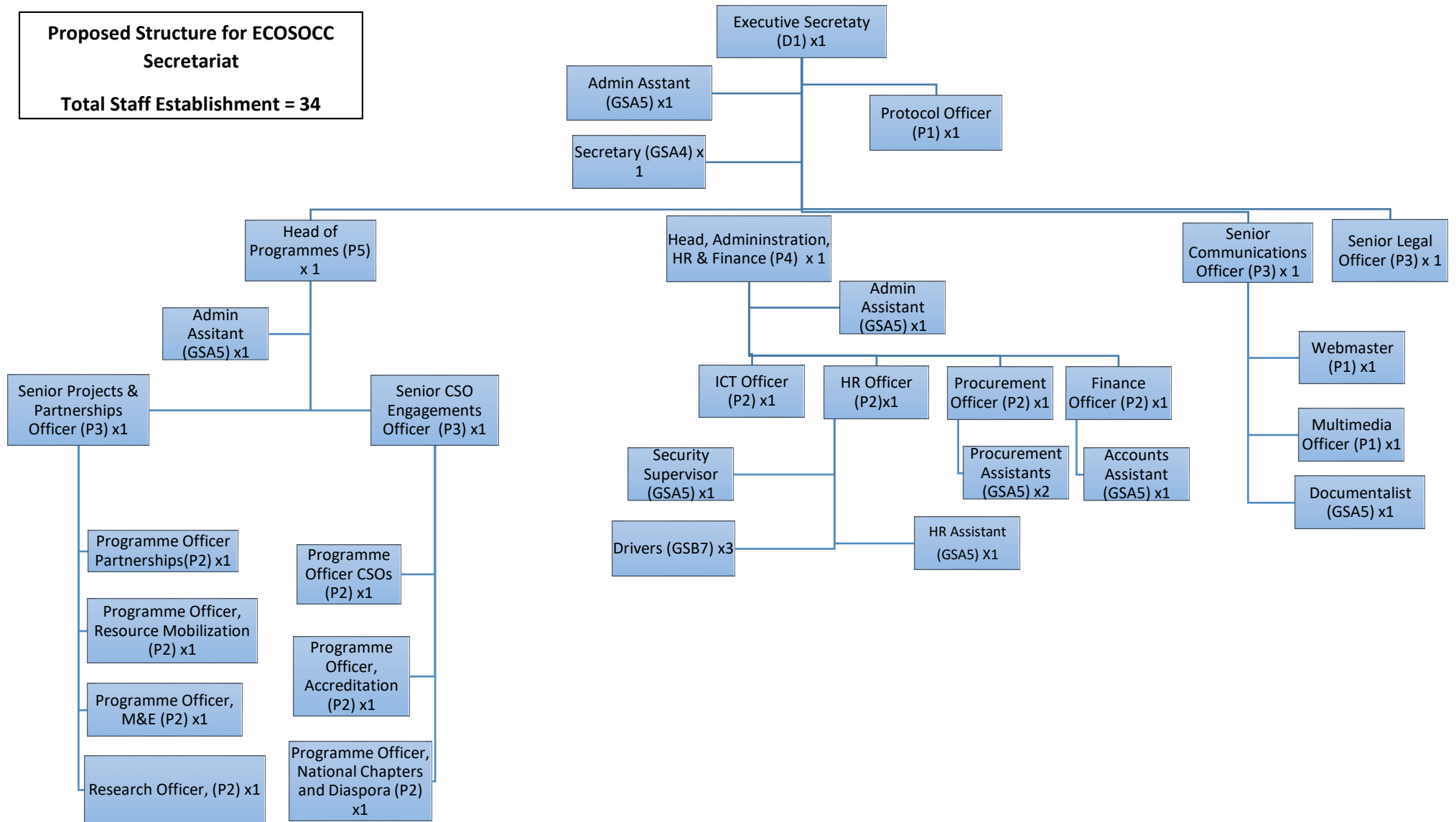
## AU REPRESENTATIONAL OFFICE IN CHINA

NB. The Secretary/Receptionist shall provide secretarial service to all officers/functions while the Secretary will focus on providing support to the Office of the Permanent Representative.



**Proposed Structure for ECOSOCC  
Secretariat**

**Total Staff Establishment = 34**





# **PAN AFRICAN VIRTUAL AND E-UNIVERSITY**

## **PROPOSED STAFF STRUCTURE**

### **1.0. INTRODUCTION**

The Pan African Virtual and E- University (PAVEU) is one of AU's flagship projects that has been proposed for addressing the Agenda 2063 need for accelerating development of human capital, science and technology and innovation through increasing access to tertiary and continuing education in Africa by capitalizing on the digital revolution and global knowledge; reaching large numbers of students and professionals in multiple sites simultaneously- anywhere, anytime; and by consolidating African initiatives and strategies on accelerated development of human capital; science, technology and innovation.

The PAVEU project is being operationalized as the Open, Distance and E-Learning arm the Pan African University (PAU), a decision that was approved by the Specialized Technical Committee on Education, Science and Technology meeting that took place on 23-25 October 2017 in Cairo Egypt. And was endorsed by the Executive Council in January 2018 (Executive Council Decision EX.CL/Dec 987 (XXXII) Rev.1.

PAVEU is currently hosted at the Pan African University Rectorate Headquarters in Yaoundé, Cameroon. The PAU, which currently consists of four operational Institutes in four regions of Africa (Northern, Western, Central and Eastern), is an African Union Commission (AUC) initiative launched in December 2011, whose overall aim is the development of institutions for excellence in key areas of Science, Technology, Innovation, Humanities, Social Sciences and Governance, which would constitute the bedrock of an African pool of world class higher education and research. This would usher in a new generation of African leaders with capacity to optimally harness available human and material resources, imbued with a common vision of a peaceful, prosperous and integrated Africa.

### **1.1 Vision**

To be a leading centre of excellence in providing open access to online higher education and research for the advancement of Africa

## **1.2 Mission**

To provide world class inclusive quality-assured and relevant education to Africans anytime and anywhere and to conduct innovative research to catalyse the African Union's Agenda 2063."

## **1.3 Objectives of PAVEU**

1. Increase access to quality tertiary and continuing education in Africa by reaching large numbers of students and professionals in multiple sites simultaneously and developing relevant and high quality Open Distance and elearning (ODeL) resources;
2. Ensure the prospective African student a guaranteed access to the University from anywhere in the world and anytime (24 hours a day, 7 days a week), and countries of their choice;
3. Develop infrastructure, human and financial support systems to facilitate the effective use of ODeL in rural and disadvantaged urban areas;
4. Enhance the pedagogical and research capacity of African tertiary educational institutions;
5. Raise the global standing of the Pan African University as well as build and sustain partnerships with institutions that can support the AU Agenda 2063 mission; and
6. Promote development and delivery of responsive, demand-driven education programs.

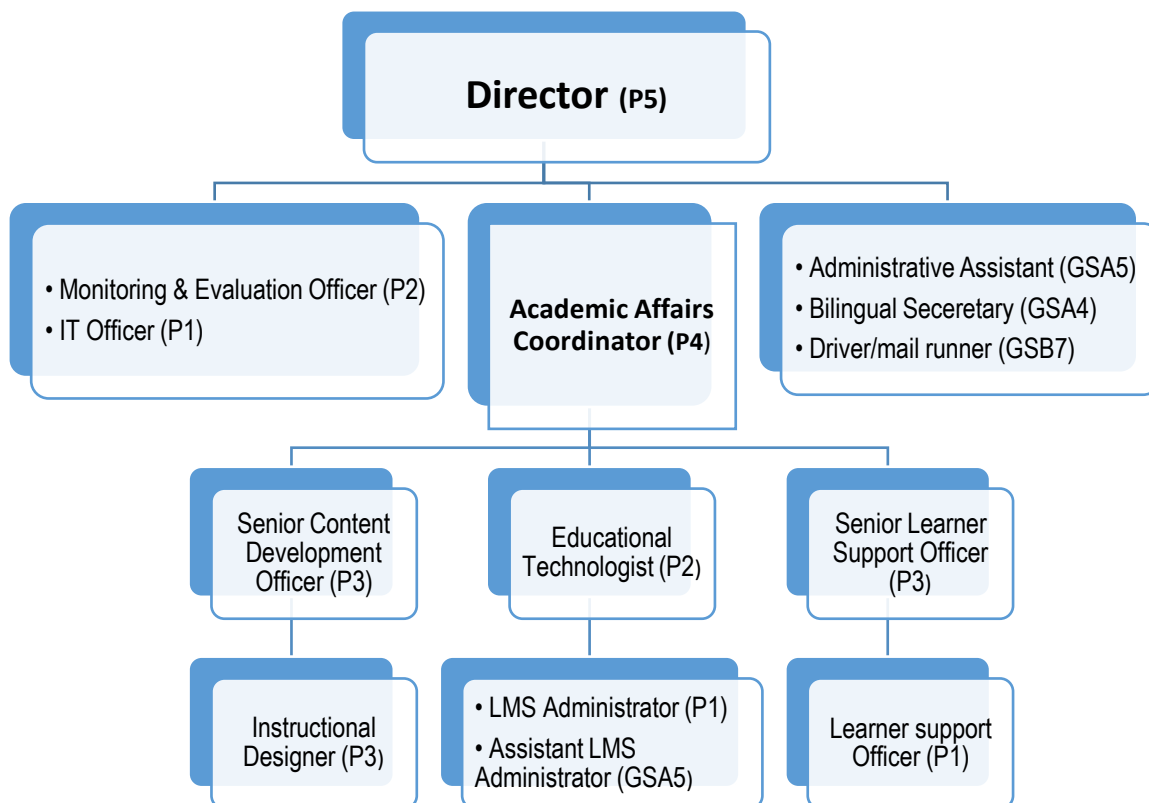
## 2.0 PROPOSED PAVEU STRUCTURE

The PAVEU staff is hereby structured in line with the Maputo decision EX/CL/Dec.34 (11) for AU specialized and technical Office of the AU. The staff complement of fourteen (14) with the grades as follows is proposed below (Fig1-4). The key job descriptions of PAVEU structure are provided in the Annex. :

**Table 1**

	<b>Title</b>	<b>Grade</b>	<b>No of Posts</b>
1	Director	P5	1
2	Academic Affairs Coordinator	P4	1
3	Senior Content Development Officer	P3	1
4	Senior Learner support Officer	P3	1
5	Instructional Designer	P3	1
6	Educational Technologist	P2	1
7	Monitoring & Evaluation Officer	P2	1
8	IT Officer	P1	1
9	Learning Support Officer	P1	1
10	LMS Administrator	P1	1
11	Assistant LMS Administrator	GSA 5	1
12	Administrative Assistant	GSA 4	1
13	Bilingual Secretary	GSA 4	1
14	Driver	GSB7	1
	<b>TOTAL</b>		<b>14</b>

**ORGANOGRAM OF THE PAN AFRICAN VIRTUAL AND E-UNIVERSITY**  
**(PAVEU) - YAOUNDE**



## **REPORT OF THE COMMISSION ON ORGANIZATIONAL STRUCTURE AND STAFFING PROPOSAL FOR SSSD**

### **BACKGROUND and RATIONALE**

Following the current security situation and the decision of the Ethiopian Government which revealed a need already mentioned in the past by the Commission and some Member States concerning the pyramidal structure of the Division which did not provide for a post of Deputy in charge of operations.

The changes made revise the organization of the Division without impacting the planned budget and allow better management of emergency situations.

These changes provide greater functionality in the absence of the Head of Division, better operational management of the Division while strengthening the role of team leaders to ensure better overall coordination.

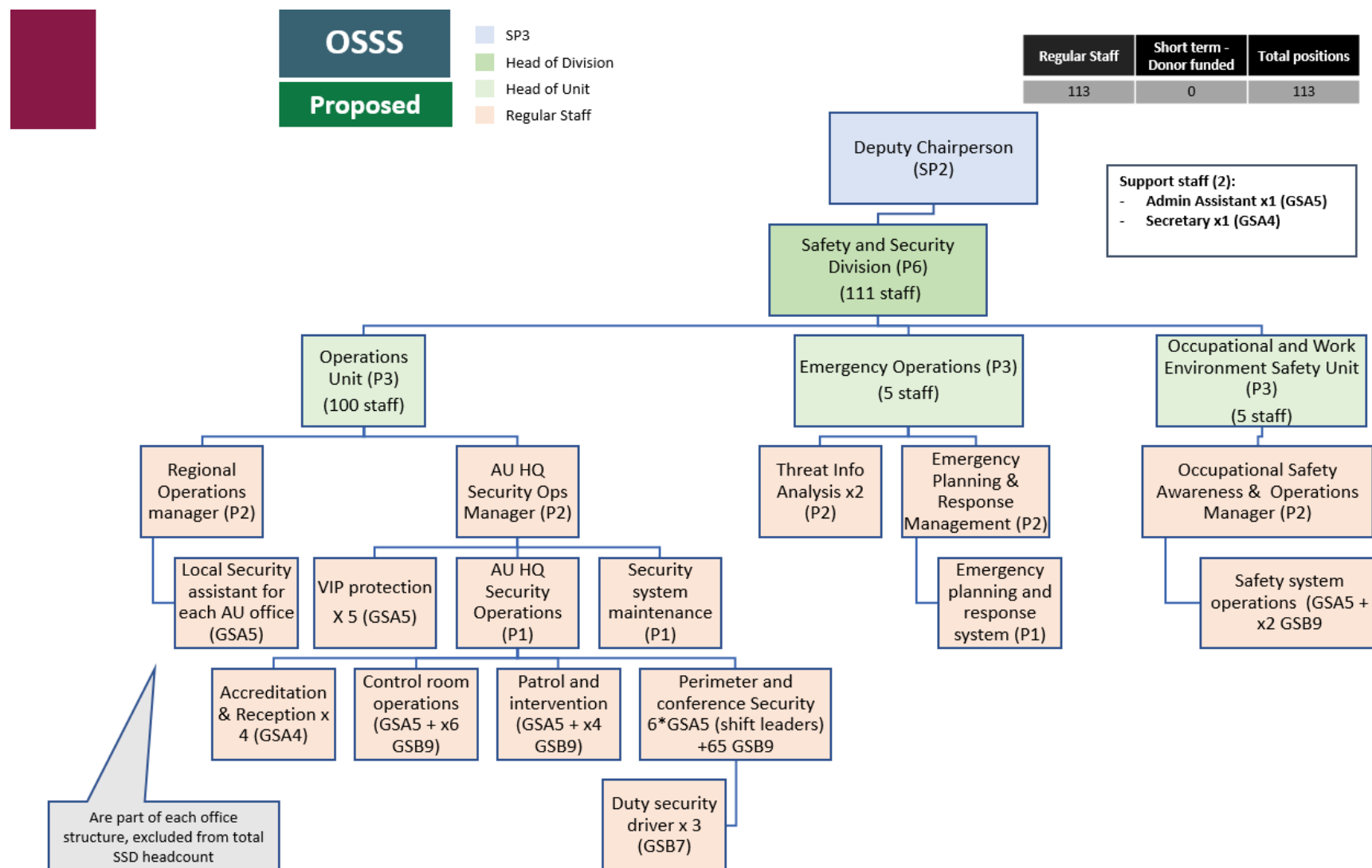
Given the large number of existing security and safety staff and the increased number of proposed 113 staff, the Head of Division cannot lead the Division alone.

In the absence of the Head of Division there is no senior officer to take over the responsibility, the current situation of the Division is a concrete evidence following the retirement of the former Head of Division.

The position of Deputy Head of Division was reasonably included in the Maputo structure considering the role of the Deputy Head of Division and the large size of staff in the Division.

The proposal reduced the newly approved structure by three posts: one P3, one P1 and one GSA5; and added the post of Deputy Head of Division at P5 or P4 without financial implication.

## APPROVED STRUCTURE



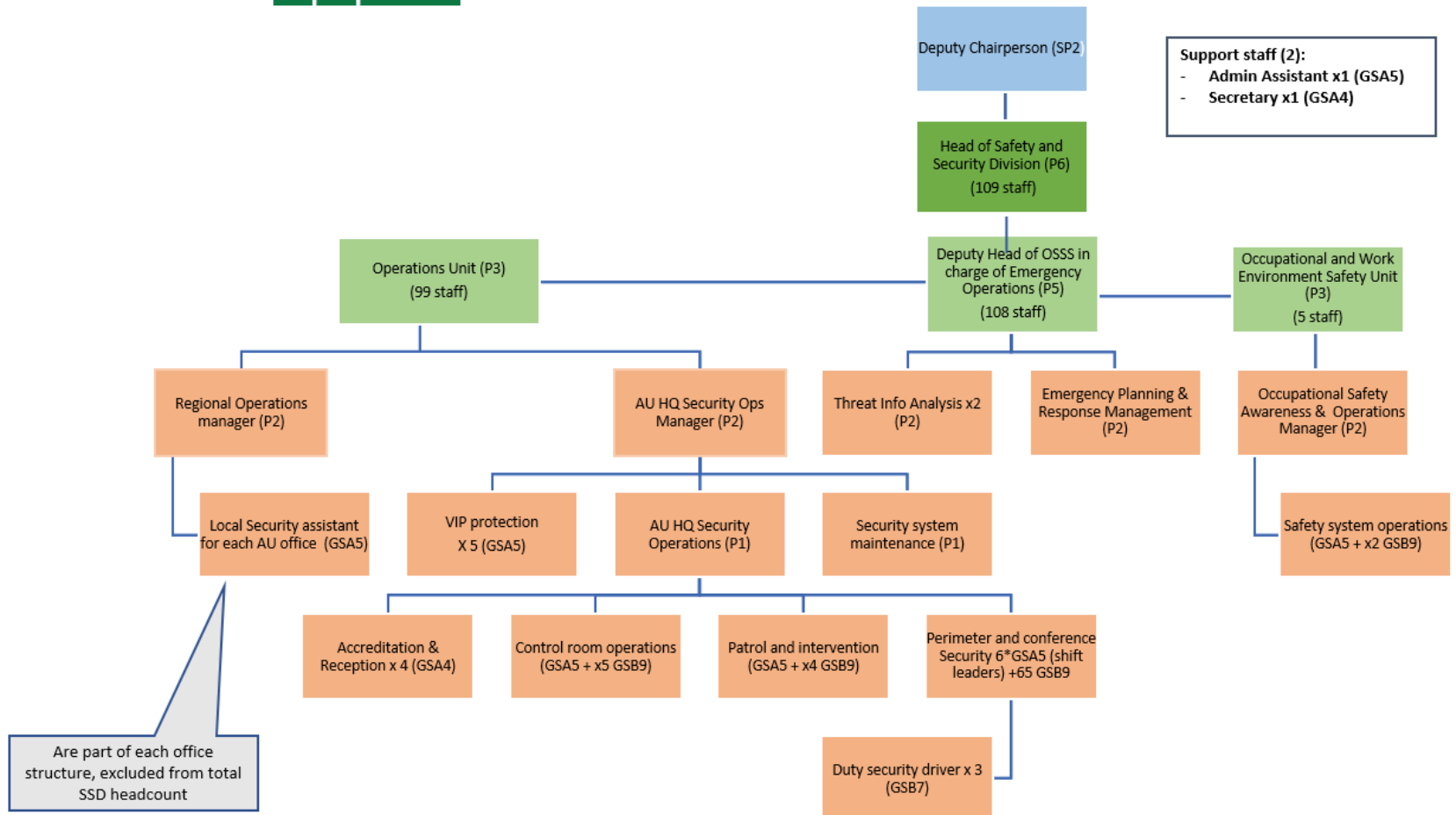
## NEW PROPOSAL



### OSSS New proposal

- SP3
- Head of Division
- Head of Unit
- Regular Staff

Regular Staff	Short term - Donor funded	Total positions
111	0	111



## ESTIMATED COST

Grade	Number of staff	Basic Salary	Total Basic Salary	Post Adjustment (46%)	Housing Allowance	TOTAL Housing Allowance	Dependent all. Spouse (5%)	Dependent all. Child (250per child /annum)	Total Dependency	Non-Resident Allowance	Total Non Residence Allowance	Gross Salary (Annual)	Employer Pension	Education Allowance	Total Education Allowance	Annual Budget
P6	1	\$ 61,023.20	\$ 61,023.20	\$ 28,070.67	\$ 26,208.00	\$ 26,208.00	\$ 3,051.16	\$1,000.00	\$ 4,000.00			\$ 122,353.04	\$ 27,199.08	\$ 40,000.00	\$ 40,000.00	\$ 189,552.12
P3	3	\$ 37,453.25	\$ 112,359.74	\$ 51,685.48	\$ 22,932.00	\$ 68,796.00	\$ 5,617.99	\$1,000.00	\$ 4,000.00			\$ 242,459.21	\$ 53,898.68	\$ 40,000.00	\$ 120,000.00	\$ 416,357.89
P2	6	\$ 31,073.08	\$ 186,438.50	\$ 85,761.71	\$ 22,932.00	\$ 137,592.00	\$ 9,321.92	\$1,000.00	\$ 4,000.00			\$ 423,114.13	\$ 94,058.27	\$ 40,000.00	\$ 240,000.00	\$ 757,172.40
P1	3	\$ 25,522.89	\$ 76,568.66	\$ 35,221.58	\$ 22,932.00	\$ 68,796.00	\$ 3,828.43	\$1,000.00	\$ 4,000.00			\$ 188,414.67	\$ 41,884.58	\$ 40,000.00	\$ 120,000.00	\$ 350,299.25
GSA5	16	\$ 15,758.24	\$ 252,131.80	\$ 115,980.63	\$ 16,813.44	\$ 269,015.04	\$ 12,606.59	\$1,000.00	\$ 4,000.00	\$3,000.00	\$48,000.00	\$ 701,734.05	\$ 155,995.48	\$ 40,000.00	\$ 640,000.00	\$ 1,497,729.53
GSA4	5	\$ 12,833.86	\$ 64,169.28	\$ 29,517.87	\$ 16,813.44	\$ 84,067.20	\$ 3,208.46	\$1,000.00	\$ 4,000.00	\$3,000.00	\$15,000.00	\$ 199,962.81	\$ 44,451.73	\$ 40,000.00	\$ 200,000.00	\$ 444,414.55
GSB9	76	\$ 9,462.74	\$ 719,168.29	\$ -	\$ -	\$ -	\$ 35,958.41	\$1,000.00	\$ 4,000.00			\$ 759,126.71	\$ 168,753.87	\$ 14,000.00	\$ 1,064,000.00	\$ 1,991,880.58
GSB7	3	\$ 6,934.96	\$ 20,804.88	\$ -	\$ -	\$ -	\$ 1,040.24	\$1,000.00	\$ 4,000.00			\$ 25,845.13	\$ 5,745.37	\$ 14,000.00	\$ 42,000.00	\$ 73,590.50
Total	113	\$ 200,062.21	\$ 1,492,664.35	\$ 346,237.94	\$ 128,630.88	\$ 654,474.24	\$ 74,633.22	\$8,000.00	\$ 32,000.00	\$6,000.00	\$63,000.00	\$ 2,663,009.75	\$ 591,987.07	\$ 268,000.00	\$ 2,466,000.00	\$ 5,720,996.81

## Draft estimate cost 2020 approved structure

Grade	Number of staff	Basic Salary	Total Basic Salary	Post Adjustment (46%)	Housing Allowance	TOTAL Housing Allowance	Dependent all. Spouse (5%)	Dependent all. Child (250per child /annum)	Total Dependency	Non-Resident Allowance	Total Non Residence Allowance	Gross Salary (Annual)	Employer Pension	Education Allowance	Total Education Allowance	Annual Budget
P6	1	\$ 61,023.20	\$ 61,023.20	\$ 28,070.67	\$ 26,208.00	\$ 26,208.00	\$ 3,051.16	\$1,000.00	\$ 4,000.00			\$ 122,353.04	\$ 27,199.08	\$ 40,000.00	\$ 40,000.00	\$ 189,552.12
P5	1	\$ 50,746.09	\$ 50,746.09	\$ 23,343.20	\$ 26,208.00	\$ 26,208.00	\$ 2,537.30	\$1,000.00	\$ 4,000.00			\$ 106,834.60	\$ 23,749.33	\$ 40,000.00	\$ 40,000.00	\$ 170,583.93
P3	2	\$ 37,453.25	\$ 74,906.49	\$ 34,456.99	\$ 22,932.00	\$ 45,864.00	\$ 3,745.32	\$1,000.00	\$ 4,000.00			\$ 162,972.81	\$ 36,228.85	\$ 40,000.00	\$ 80,000.00	\$ 279,201.66
P2	6	\$ 31,073.08	\$ 186,438.50	\$ 85,761.71	\$ 22,932.00	\$ 137,592.00	\$ 9,321.92	\$1,000.00	\$ 4,000.00			\$ 423,114.13	\$ 94,058.27	\$ 40,000.00	\$ 240,000.00	\$ 757,172.40
P1	2	\$ 25,522.89	\$ 51,045.77	\$ 23,481.05	\$ 22,932.00	\$ 45,864.00	\$ 2,552.29	\$1,000.00	\$ 4,000.00			\$ 126,943.11	\$ 28,219.45	\$ 40,000.00	\$ 80,000.00	\$ 235,162.57
GSA5	16	\$ 15,758.24	\$ 252,131.80	\$ 115,980.63	\$ 16,813.44	\$ 269,015.04	\$ 12,606.59	\$1,000.00	\$ 4,000.00	\$3,000.00	\$48,000.00	\$ 701,734.05	\$ 155,995.48	\$ 40,000.00	\$ 640,000.00	\$ 1,497,729.53
GSA4	5	\$ 12,833.86	\$ 64,169.28	\$ 29,517.87	\$ 16,813.44	\$ 84,067.20	\$ 3,208.46	\$1,000.00	\$ 4,000.00	\$3,000.00	\$15,000.00	\$ 199,962.81	\$ 44,451.73	\$ 40,000.00	\$ 200,000.00	\$ 444,414.55
GSB9	75	\$ 9,462.74	\$ 709,705.55	\$ -	\$ -	\$ -	\$ 35,485.28	\$1,000.00	\$ 4,000.00			\$ 749,190.83	\$ 166,545.12	\$ 14,000.00	\$ 1,050,000.00	\$ 1,965,735.95
GSB7	3	\$ 6,934.96	\$ 20,804.88	\$ -	\$ -	\$ -	\$ 1,040.24	\$1,000.00	\$ 4,000.00			\$ 25,845.13	\$ 5,745.37	\$ 14,000.00	\$ 42,000.00	\$ 73,590.50
Total	111	\$ 250,808.30	\$ 1,470,971.57	\$ 340,612.12	\$ 154,838.88	\$ 634,818.24	\$ 73,548.58	\$9,000.00	\$ 36,000.00	\$6,000.00	\$63,000.00	\$ 2,618,950.51	\$ 582,192.70	\$ 308,000.00	\$ 2,412,000.00	\$ 5,613,143.20

## Draft estimate cost new proposal Deputy at P5



Grade	Number of staff	Basic Salary	Total Basic Salary	Post Adjustment (46%)	Housing Allowance	TOTAL Housing Allowance	Dependent all. Spouse (5%)	Dependent all. Child (250per child /annum)	Total Depedency	Non-Resident Allowance	Total Non Residence Allowance	Gross Salary (Annual)	Employer Pension	Education Allowance	Total Education Allowance	Annual Budget
P6	1	\$ 61,023.20	\$ 61,023.20	\$ 28,070.67	\$ 26,208.00	\$ 26,208.00	\$ 3,051.16	\$1,000.00	\$ 4,000.00			\$ 122,353.04	\$ 27,199.08	\$ 40,000.00	\$ 40,000.00	\$ 189,552.12
P4	1	\$ 42,878.67	\$ 42,878.67	\$ 19,724.19	\$ 26,208.00	\$ 26,208.00	\$ 2,143.93	\$1,000.00	\$ 4,000.00			\$ 94,954.79	\$ 21,108.45	\$ 40,000.00	\$ 40,000.00	\$ 156,063.24
P3	2	\$ 37,453.25	\$ 74,906.49	\$ 34,456.99	\$ 22,932.00	\$ 45,864.00	\$ 3,745.32	\$1,000.00	\$ 4,000.00			\$ 162,972.81	\$ 36,228.85	\$ 40,000.00	\$ 80,000.00	\$ 279,201.66
P2	6	\$ 31,073.08	\$ 186,438.50	\$ 85,761.71	\$ 22,932.00	\$ 137,592.00	\$ 9,321.92	\$1,000.00	\$ 4,000.00			\$ 423,114.13	\$ 94,058.27	\$ 40,000.00	\$ 240,000.00	\$ 757,172.40
P1	2	\$ 25,522.89	\$ 51,045.77	\$ 23,481.05	\$ 22,932.00	\$ 45,864.00	\$ 2,552.29	\$1,000.00	\$ 4,000.00			\$ 126,943.11	\$ 28,219.45	\$ 40,000.00	\$ 80,000.00	\$ 235,162.57
GSA5	16	\$ 15,758.24	\$ 252,131.80	\$ 115,980.63	\$ 16,813.44	\$ 269,015.04	\$ 12,606.59	\$1,000.00	\$ 4,000.00	\$3,000.00	\$48,000.00	\$ 701,734.05	\$ 155,995.48	\$ 40,000.00	\$ 640,000.00	\$ 1,497,729.53
GSA4	5	\$ 12,833.86	\$ 64,169.28	\$ 29,517.87	\$ 16,813.44	\$ 84,067.20	\$ 3,208.46	\$1,000.00	\$ 4,000.00	\$3,000.00	\$15,000.00	\$ 199,962.81	\$ 44,451.73	\$ 40,000.00	\$ 200,000.00	\$ 444,414.55
GSB9	75	\$ 9,462.74	\$ 709,705.55	\$ -	\$ -	\$ -	\$ 35,485.28	\$1,000.00	\$ 4,000.00			\$ 749,190.83	\$ 166,545.12	\$ 14,000.00	\$ 1,050,000.00	\$ 1,965,735.95
GSB7	3	\$ 6,934.96	\$ 20,804.88	\$ -	\$ -	\$ -	\$ 1,040.24	\$1,000.00	\$ 4,000.00			\$ 25,845.13	\$ 5,745.37	\$ 14,000.00	\$ 42,000.00	\$ 73,590.50
Total	111	\$ 242,940.88	\$ 1,463,104.15	\$ 336,993.11	\$ 154,838.88	\$ 634,818.24	\$ 73,155.21	\$9,000.00	\$ 36,000.00	\$6,000.00	\$63,000.00	\$ 2,607,070.70	\$ 579,551.82	\$ 308,000.00	\$ 2,412,000.00	\$ 5,598,622.52

Draft estimate cost new proposal Deputy at P4

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2021-08-27

# Organisational Structure-Final

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