

TERMS OF REFERENCE FOR 296 POSITIONS ON AfCFTA SECRETARIAT STRUCTURE

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
OFFICE OF THE SECRETARY GENERAL			
Secretary General (SP2)	<p>Under the overall guidance of the Council of Ministers, to provide leadership and technical support to AfCFTA Secretariat and overall management of the day-to-day functioning of the Secretariat to ensure it achieves its desired mandate. In particular,</p> <p>The Secretary General is responsible for the management of the AfCFTA Secretariat, implementation of the AfCFTA Agreement and strategic collaboration; diplomatic, representation and stakeholders' engagement; information management and dissemination and resources mobilization for the implementation of the AfCFTA.</p> <ul style="list-style-type: none"> i. Leadership and management of the AfCFTA Secretariat ii. Implementation of the AfCFTA Agreement and Strategic Collaboration iii. Diplomatic, representation and stakeholders' engagement iv. Information management and dissemination v. Resources mobilization 	<p>Master's university degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.</p>	<p>A minimum of 15 years extensive and relevant work experience in positions dealing with trade, economics or related subjects agreements;</p>
Chief of Staff (D1)	<p>Provide a buffer between the Secretary-General and the direct-reporting team;</p>	<p>University Master's degree in international trade, development economics, international relations, international business,</p>	<p>Minimum of 15-years related working experience</p>

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	<p>Oversee and manage prioritized projects under the mandate of the SG's Bureau;</p> <p>Supervise and manage the employees of the Bureau with regard to organisation and performance evaluation;</p> <p>Play the role of the Chief Advisor to the Secretary-General of the AfCFTA Secretariat in his capacity as the head of the Organ;</p> <p>Managing tasks, correspondences and statements by the Secretary-General;</p> <p>Review and Submit policy programs on strategic orientation of the Secretariat to the Secretary-General for approval;</p> <p>Manage the staff, appraise them, offer them strategic guidance and Chair the meetings of the Bureau;</p> <p>Review and Flag off the approval requests submitted for the Secretary-General's approval by Directorates and Autonomous Units;</p> <p>Follow the deliberations of AU Policy Organs and offer necessary contributions as need arises;</p> <p>Liaise with Sate Parties, MS and RECS before needed intervention by the Secretary-General; and</p> <p>Liaise with development partners before needed intervention by the Secretary-General</p>	international law, political science or relevant disciplines	

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Advisors (P5) x 4	<p>Provide “wise counsel” on issues raised by the relevant authority to the Secretary- General;</p> <p>Act as a Knowledge base or resource for the leadership of the Secretariat;</p> <p>Assess and propose area on which AfCFTA Secretariat can issue policies or make interventions for the betterment of the (AfCFTA implementation) continent.</p> <p>Give insight and encourage development of internal policies, rules and regulations for successful execution of AfCFTA mandate and AU’s agenda. Specific responsibilities:-</p> <p>Develop understanding of contexts for the area of assignment and give insight about developing and upcoming issues in a given field of work.</p> <p>Performs consulting assignments in allocated field, in collaboration with the concerned Directorates or Specialised Unit, analyses and presents information gathered from diverse sources;</p> <p>Provide unbiased insights and ideas for issues or challenges that the AfCFTA Secretariat is facing from an independent perspective as well as preserving the provisions of the existing AU regulations and rules;</p> <p>Impose challenges to the leadership that could improve Secretariat’s execution capability of achieving its mandate as well as the Agenda 2063.</p>	Master’s degree	12 years of relevant and progressively responsible experience in the area of corporate communications.

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Special Assistant (P4)	<ul style="list-style-type: none"> • Provide support in the management of various partnerships relevant for the Bureau; • Identify best practices and monitor effectiveness of the Office's support to the Secretariat's activities requiring the Secretary-General's engagement; • Contribute to the development of the Secretary-General's work plan, activities and implementation of events; • Contribute to initiatives that facilitate implementation of the Secretary-General's work plans; and • Facilitate the organization of thematic networks, consultations and meetings on development cooperation and international relations. Specific responsibilities:- • Assist the Secretary-General with taking key points and prepare reports on the outcome of the meetings; • Assist in organizing Directorates and Autonomous Units' during Secretary-General's wide reach events; and 	Masters Degree Or Bachelors Degree	<ul style="list-style-type: none"> • 8 Years or 10 years

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	<ul style="list-style-type: none"> Monitor the Secretary-General's work plans and advise for the better service delivery as desired. 		
Policy Officer P2	<ul style="list-style-type: none"> Engagement with internal and external stakeholders in implementation of various activities and programmes led and coordinated by the Secretary General (SG). Provide support in preparation of detailed work plans, contribute actively in implementation of same, including clearly defined indicators and timelines; compiles and documents work plan and project activities implementation documents; Takes lead in the organisation and coordination of meetings and conferences, liaise with various stakeholders within the Secretary General (SG) other departments, external stakeholders to coordinate the planning of the conferences/meetings; work closely with the Secretary General's administrative and programme support team and follow up on logistical arrangements. Prepare customized PowerPoint presentations and concept notes for various events when required. Draft correspondences and / or review those prepared by the programme support staff, draft reports and follow up on actions. Provide programmatic / technical support to the Cabinet, including preparation of budgets. Provide support to the Office in compiling work plans of departments reporting to the SG's Office and produce an overall periodic work plan for the 	<p>University Bachelor Degree in International Development, Program Management, Management, Political Science or other relevant areas</p> <p>OR</p> <p>University Masters in International Development, Program Management, Management, Political Science or relevant areas of study.</p>	<p>5 (five) years of relevant work experience</p> <p>2 (two) years of relevant work experience</p>

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	SG's review, in accordance with the defined strategies.		
Senior Record Assistant GSA3	<ul style="list-style-type: none"> • Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee • Scan and digitize in-coming mail and records • Sort, organize, maintain, store and retrieve office records accurately • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy 	<ul style="list-style-type: none"> • A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

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	<ul style="list-style-type: none"> • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 		
Executive Assistant (P1)	<ul style="list-style-type: none"> • Maintaining and updating SG's calendar, daily schedule and follow-up on official appointments; • Scheduling, following up and confirming Ambassadors appointments on daily basis; • Identifying official matters requiring the SG's attention for appropriate action and following-up on implementation of actions agreed upon; • Taking minutes and notes during meeting convened by the Secretary General and draft summary reports immediately; • Maintaining an updated database of the Ambassador's contacts • Assisting in coordinating administrative day-to-day routine matters of the SG Secretariat at large; • Assisting the SG with travel and logistical arrangements such as flight booking, visa processing and hotel reservations; 	A Bachelor's Degree	A minimum of 2 years of relevant work experience.
Secretary (Bilingual) (GSA5) x 2	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office</p>	2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-

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	<p>internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation,</p> <ul style="list-style-type: none"> • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials 	Management, Secretarial and Clerical related studies are	<p>governmental organizations.</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems, • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

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Secretary(GSA4)	<ul style="list-style-type: none"> Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies Typing Speed: 50 words per minutes 	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or international organization;</p>
COMMUNICATION DIVISION			
Head of Communications (P5)	<ul style="list-style-type: none"> Develop and execute communications strategies - including writing communications plans and developing key messages Engage with State Parties, stakeholders and partners on various issues, including handling crisis communications situations Spearhead the establishment of modern data processing system for the AfCFTA Website and managing websites, internal and external Determine and execute Directorate strategy on the implementation of AfCFTA and overall Agenda 2063 and coordinate the implementation of 	<ul style="list-style-type: none"> A master's in Communications, Public Relations and Advertising, Marketing or Business Administration. 	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications. Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>

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	<p>continental and regional priority programmes and projects</p> <ul style="list-style-type: none"> • Mobilize resources and partners in support of the implementation of AfCFTA's priority programmes and projects • Devise policies and priorities of the AfCFTA's actions to media external audiences and the public, ensuring that AfCFTA's messaging reflects its policies and priorities appropriately • Ensure the efficient running of communication and media operations, providing guidance, advice and specialized training as needed, and responding to any emerging issues • Lead knowledge management, information systems, the websystem, projects and programmes to develop and/or update the information, communication and knowledge management strategy based on AfCFTA overall strategic plan. • Advise and support AfCFTA on implementation of technology based projects, media and public outreach activities in relation with their conferences, workshops, public events and activities and delivering media and online messages in a timely and effective manner • Overseeing the editorial content and production of all publications and public information materials, public statements and other communication material from AfCFTA 		
Spokesperson and Speech Writer (P4)	<ul style="list-style-type: none"> • Undertake consultative meeting to determine the specifics of the speech, points of emphasis, content, and overall style 	<ul style="list-style-type: none"> • A master's in Communications, Public Relations and Advertising, Marketing or Business Administration. 	Twelve (10) years of relevant and progressively responsible experience in the area of corporate

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	<ul style="list-style-type: none"> • Prepare speeches in a suitable format that are aligned to the priorities and objectives of the AfCFTA Agreement • Translate complex concepts into powerful language for a wide range of audiences, including speeches, reports, presentations, op-eds, web content, and collateral material • Develop content for use across multiple internal communications channels to ensure transparency and that a reliable flow of information that enables staff to accurately represent the work of the organization • Work with the graphic design team to produce attractive and appropriate collateral as needed • Edits and proofread written materials created by other Staff and establish methodologies that ensure the speaker is aware of how to incorporate visual aids or props into their speech • Conduct research to obtain interesting facts and statistics that can be used in the speech 	<ul style="list-style-type: none"> • 	<p>communications. Seven (7) of these years should be at expert management level and 5 (five) should involve supervisory role.</p> <ul style="list-style-type: none"> •
Senior Communication Officer (P3)	<ul style="list-style-type: none"> • Monitoring progress of implementation and the outreach program and communication strategy • Coordinate research and knowledge management, monitor and evaluate the implementation of programmes and projects and advocate on the AU and AfCFTA vision, mission and core principles/values • Managing internal communication with State Parties and staff, through mailing lists, newsletters and news updates; • Provide technical leadership that support news flow, editorial calendar, photos and videos as needed 	<ul style="list-style-type: none"> • Master's in Communications, Public Relations and Advertising, Marketing, Journalism or Business Administration. <p>OR</p> <ul style="list-style-type: none"> • University Bachelor Degree in Communications, Public Relations and Advertising, Marketing, Journalism or Business Administration. 	<p>7 (seven) years of progressively relevant work experience at the regional or international level in corporate marketing, public relations or media industry (as a senior journalist or with editorial content control) out of which at least three years should be at specialist/expert level</p>

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	<ul style="list-style-type: none"> Monitor national, regional and international media and keep the office informed on the vital developments in Trade Overseeing the online platforms, including the public website and social media, ensuring quality, accuracy of political messaging, functionality and appeal; building engagement from different target audiences, tracking trends and identifying new opportunities Create and maintain solid relationships with press contacts and successfully place stories in the media and organize social media campaigns Participate in meetings, seminars to enhance effective communication on the work of the AfCFTA Contribute to strategic planning regarding communication (e.g. annual work programme and communication strategy), meetings and reporting Monitor and report on the social media and website statistics 		<p>Or</p> <p>10 (ten) years of progressively relevant work experience at the regional or international level in corporate marketing, public relations or media industry (as a senior journalist or with editorial content control) out of which at least three years should be at specialist/expert level</p>
Senior Press Officer and Editor (P3)	<ul style="list-style-type: none"> Contribute to the production of information material for public awareness campaigns Write and edit compelling media pitches, press releases, statements, op-eds, talking points, fact sheets, journalist briefs and other short form media and communications products; Prepare in-house bulletins, newsletters and information kits Synthesize and translate complicated material into clear and simple language tailored to client needs; Liaise with printers concerning brochures and publications published by the office Assist in drafting and editing articles, press releases, feature stories and other advocacy and 	<ul style="list-style-type: none"> University master's degree in Public Relations; English Language or Literature; Communications; Journalism or Creative Writing or related subjects <p>OR</p> <ul style="list-style-type: none"> University Bachelor Degree Public Relations; English Language or Literature; Communications; 	<p>7 (seven) years of progressively relevant experience at the regional or international level in public relations or media industry (as a senior journalist or with editorial content control) out of which at least three years should be at specialist/expert level</p>

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	information materials for both web- based and traditional media.	Journalism or Creative Writing or related subjects	10 (ten) years of progressively relevant work experience at the regional or international level in public relations or media industry (as a senior journalist or with editorial content control) out of which at least three years should be at specialist/expert level
Communication & Digital Branding Officer (P2)	<ul style="list-style-type: none"> • Support in the development and/or implementation of brand guidelines, communications strategies & work-plans, campaigns, events and other initiatives • Researching, preparing fact-checking, editing, and producing professional media and communications materials for various audiences and ensuring their timely dissemination • Providing technical support to live events, upload and update content on the website of the AfCFTA through the website run by the office, and social media accounts in Facebook, Twitter, Flickr, You Tube, etc • Support and regularly monitor, evaluate, and report of online data • Coordinate with team members including • Ensure the presence of AfCFTA activities Prepare timely updates, and regular progress reports (project status & activity report, and other reports) • Support the development of the AfCFTA Digital Marketing strategy 	<p>Bachelor Degree in Marketing Management, Information Communication and Technology, Public Relations, Advertsing and any other related studies.</p> <p>OR</p> <p>University Master's Degree in MBA, Management, Information Communication and Technology, Public Relations, Advertsing and any other related studies.</p>	<p>5 (five) years proven continuous experience in Digital Branding Marketing, and Content Management</p> <p>Professional certification in digital marketing is an added advantage</p> <p>Or</p> <p>2 (two) years proven continuous experience in SEM and Digital Marketing.</p> <p>Professional certification in digital marketing is an added advantage</p>

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	<ul style="list-style-type: none"> Support the development of a digital marketing plans for AfCFTA programmes to position the AU on digital platforms and ensure relevancy to key audiences Design, build and maintain AfCFTA social media presence in line with corporate policies and manage existing and new social media platforms 		
Web Designer and Content Officer (P2)	<ul style="list-style-type: none"> Lead the review, (re)design and development of ACFTA websites Ensure all interfaces are accessible, usable and secure, and align with the requirements of AU standards and policy. Develop testing routines and procedures, correct testing-identified problems, or recommend actions for their resolution. Identify or address interoperability requirements Develop or document style guidelines for web site content in line with AU brand identity Develop and support effective web-based tools to enable secure dynamic delivery of web content Administer internet/intranet infrastructure, including components such as web, file transfer protocol (FTP), news and mail servers. Provide specialist relational database support and advice for the purposes of developing dynamic web applications. Recommend web site improvements, and develop budgets to support recommendations Manage the day to day operations of the AUC digital platforms – websites, social media platforms, mobile applications etc. Consult and liaise with the MIS department to ensure all web development aligns with the AU Information Technology Architecture, Web 	<p>Bachelor Degree in Marketing Management, Information Communication and Technology, Public Relations, Advertsing and any other related studies.</p> <p>OR</p> <p>University Master's Degree in MBA, Management, Information Communication and Technology, Public Relations, Advertsing and any other related studies.</p>	<p>5 (five) years proven continuous experience in Digital Branding Marketing, and Content Management</p> <p>Professional certification in digital marketing is an added advantage</p> <p>Or</p> <p>2 (two) years proven continuous experience in SEM and Digital Marketing.</p> <p>Professional certification in digital marketing is an added advantage</p> <ul style="list-style-type: none">

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	<p>Applications Architecture and Facilities Management requirements.</p> <ul style="list-style-type: none"> • Manage and ensure registration and protection of all AU Domain names <p>Systems Performance Management</p> <ul style="list-style-type: none"> • Administration of a web content management system including the implementation, configuration, support, management and maintenance of supporting applications. • Implement updates, upgrades, and patches in a timely manner to limit loss of service • Test new software packages for use in web operations or other applications • Evaluate or recommend server hardware or software • Install or configure web server software or hardware to ensure that directory structure is well-defined, logical, secure, and that files are named properly. • Develop or implement procedures for ongoing web site revisions including documentation of application and web site changes or change procedures. • Test issues such as system integration, performance, and system security on a regular schedule or after any major program modifications. • Check and analyze operating system or application logfiles regularly to verify proper system performance. • Evaluate testing routines or procedures for adequacy, sufficiency, and effectiveness. 		

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	<ul style="list-style-type: none"> • Determine sources of web page or server problems, and take action to correct such problems. • Interface for performance issues with service providers and address issues with hosting companies and maintain a strong relationship with these partners to avoid downtime • Identify or document backup or recovery plans <p>Security & Risk Management</p> <ul style="list-style-type: none"> • Monitor systems for intrusions or denial of service attacks, and report security breaches to appropriate personnel. • Implement web site security measures, such as firewalls or message encryption • Identify, standardise, and communicate levels of access and security to AUC digital platforms • Back up or modify applications and related data to provide for disaster recovery. • Test backup or recovery plans regularly and resolve any problems. • Content Delivery & Multimedia Communication • Lead the identification and development of new tools for use across various platforms including mobile apps • Work in close collaboration with the multimedia teams to ensure all broadcasts for live transmission over digital platforms have adequate preparation and support and assign web team to manage live streaming sessions • Moderate forums and Chat sessions on websites and social media sites 		

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	<ul style="list-style-type: none"> Ensure all content on social media platforms are uploaded in the highest quality, current and have clear search reference / tags <p>Monitoring & Measurement</p> <ul style="list-style-type: none"> Develop web site performance metrics Set up and maintain monitoring tools on web servers or web sites Track, compile, and analyse web site usage data and report regularly on performance 		
Knowledge Management Officer (P2)	<ul style="list-style-type: none"> Provide strategic guidance to the Knowledge Management Programme Work closely with the communication expert, information systems officer, the webmaster and projects and programmes unit (PPU) to develop and/or update the information, communication and knowledge management strategy based on AfCTA's strategic plan. Promote knowledge sharing through AfCFTA'S business processes and systems through: <ul style="list-style-type: none"> the development and management of the AfCFTA Portal; the modernisation of the library through digitization and development of an online catalogue. the development of an e-repository of the AfCFTA Archive. Promote collaborative tools that facilitate sharing of ideas, information and knowledge such as the Intranet, outlook etc. Facilitate the sharing of experiences and knowledge as well as learning through the nurturing and management of Discussion Groups, Communities of Practice and training activities. 	<ul style="list-style-type: none"> University degree in Monitoring and Evaluation, Information Management or Knowledge Management or a related field <p>OR</p> <p>Masters Degree in Monitoring and Evaluation, Information Management or Knowledge Management or a related</p>	<p>5 (five) years relevant experience</p> <p>Or</p> <p>2 (two) years relevant work experience</p>

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	<ul style="list-style-type: none"> • Help to capture and document new information and knowledge on AfCFTA; such as the documenting of lessons learnt and best practices and success stories. • Develop and manage AfCFTA resources knowledge base products such as compendia, directories, databases etc. • Help to disseminate information and share knowledge widely among AfCFTA target groups such as through publications, knowledge fairs and exhibitions. • Monitor and evaluate knowledge sharing within AfCFTA, its members states and RECs and support them in advancing knowledge management practices in general. • Serve as the focal point for the collection, processing and preservation of lessons from AfCFTA efforts. • Organize lessons learned exercise and debriefing sessions with high-level mediators; • Support the divisions with with background information on previous and current issues; • Ensure AfCFTA policies, SOPs and other guidance documents are regularly reviewed and updated; • Participate in the conduct of capacity building programs including training conducted both at the AUC and in cooperation/coordination with Regional Economic Communities and Regional Mechanisms, as well as with academic institution and research centers; • Documenting AU mediation efforts including maintaining data base rosters, archiving records; 		

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	<ul style="list-style-type: none"> Establish and promote collaborative partnerships with the Regional Economic Communities (RECs) and other relevant external partners 		
Librarian and Archives Officer (P2)	<ul style="list-style-type: none"> Lend and collect books, periodicals, videotapes, and other materials at circulation desks. Enter and update records on computers. Process new materials including books, audiovisual materials, and computer software. Assist by sorting books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas. Assist users by locating library materials, including books, periodicals, tape cassettes, Braille volumes, and pictures. Support users on how to use reference sources, card catalogs, and automated information systems. Inspect returned books for condition and due-date status, and compute any applicable fines. Answer routine inquiries, and refer users in need of professional assistance to librarians. Maintain records of items received, stored, issued, and returned, and file catalog cards according to system used. Identifies the concepts with which the information is concerned; Analyses carefully the information to be indexed; Describes the concepts adequately; Concentrates in brief form the essential qualities of a document (abstracting) with key words; 	<ul style="list-style-type: none"> University Bachelors Degree in Library Science, Information Science, Knowledge Management or related fields of study. <p>Or</p> <ul style="list-style-type: none"> University Master's Degree in Library Science, Information Science, Knowledge Management or related fields of study 	<p>5 (five) years relevant experience</p> <p>Or</p> <p>2 (two) years relevant work experience.</p>

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	<ul style="list-style-type: none"> Creates original catalogue records for monographs, serials and other electronic formats following established bibliographic and local standards; Develops and monitors application of relevant International standards (professionalism) and local requirements, procedures, processes and practices for indexing / abstracting, and classifying. Produces an adequate bibliographical description; Introduces new key words; Participates in the generation of different products and services such as selected bibliographies, acquisition lists, SDI, Searches, etc. Assists in the management of the bibliographic database; Adheres to standard bibliographic and local standards, searches various bibliographic databases for existing materials, edits and transfers records to local database 		
Administrative Assistant - (GSA5)	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of bachelor's degree in Business Management, Business Administration, or any related</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>implementation and monitoring of budgets and activities</p> <ul style="list-style-type: none"> • Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	field from a recognized educational institution	
OFFICE OF THE DEPUTY SECRETARY GENERAL			
Deputy Secretary General	<p>Facilitates the identification of top priorities for the senior leadership of the AfCFTA's mandate.</p> <p>Translates the senior leadership priorities into annual targets and goals and establishes a robust organization-wide framework for monitoring and tracking progress.</p> <p>Provides regular reports to the Secretary General on portfolio and Service delivery.</p> <p>Monitors and tracks progress in the delivery of the AfCFTA's.</p> <p>Collaborates with other members of the senior leadership team to ensure strategic coherence and overall synergy in the implementation of the AfCFTA programme and the delivery of high impact results for the continent.</p> <p>Cultivates a knowledge management culture through promotion of research and publications that will ensure knowledge sharing and transfer across the Commission; and</p>	<p>Master's degree in International Trade, Public Administration, Business Administration, Finance, Economics, Law, Finance, Management. International Relations or a related field from a recognized institution</p>	<p>Fifteen (15) years of relevant professional experience with at least ten (10) years served in a senior management role preferably in an inter-governmental organization or national government/public service, international or regional institution, and a minimum of five (5) years of direct supervisory experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Drives performance and delivery across the AfCFTA's senior management and inspires high performance, teamwork and delivery across the portfolio.		
Special Assistant (P3)	<p>Provide support in the management of various partnerships relevant for the Bureau;</p> <p>Identify best practices and monitor effectiveness of the Office's support to the Secretariat's activities requiring the Secretary-General's engagement;</p> <p>Contribute to the development of the Secretary-General's work plan, activities and implementation of events;</p> <p>Contribute to initiatives that facilitate implementation of the Secretary-General's work plans; and</p> <p>Facilitate the organization of thematic networks, consultations and meetings on development cooperation and international relations. Specific responsibilities:-</p> <p>Assist the Secretary-General with taking key points and prepare reports on the outcome of the meetings;</p> <p>Assist in organizing Directorates and Autonomous Units' during Secretary-General's wide reach events; and</p> <p>Monitor the Secretary-General's work plans and advise for the better service delivery as desired.</p>	Masters Degree Or Bachelors Degree	<ul style="list-style-type: none"> • 7 Years or 10 years

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Policy Officer P2	<ul style="list-style-type: none"> Engagement with internal and external stakeholders in implementation of various activities and programmes led and coordinated by the Secretary General (SG). Provide support in preparation of detailed work plans, contribute actively in implementation of same, including clearly defined indicators and timelines; compiles and documents work plan and project activities implementation documents; Takes lead in the organisation and coordination of meetings and conferences, liaise with various stakeholders within the Secretary General (SG) other departments, external stakeholders to coordinate the planning of the conferences/meetings; work closely with the Secretary General's administrative and programme support team and follow up on logistical arrangements. Prepare customized PowerPoint presentations and concept notes for various events when required. Draft correspondences and / or review those prepared by the programme support staff, draft reports and follow up on actions. Provide programmatic / technical support to the Cabinet, including preparation of budgets. Provide support to the Office in compiling work plans of departments reporting to the SG's Office and produce an overall periodic work plan for the SG's review, in accordance with the defined strategies. 	<p>University Bachelor Degree in International Development, Program Management, Management, Political Science or other relevant areas</p> <p>OR</p> <p>University Masters in International Development, Program Management, Management, Political Science or relevant areas of study.</p>	<p>5 (five) years of relevant work experience</p> <p>2 (two) years of relevant work experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Secretary (Bilingual) (GSA5)	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are</p>	<p>2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations.</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>
Senior Record Assistant GSA3	<ul style="list-style-type: none"> • Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee • Scan and digitize in-coming mail and records • Sort, organize, maintain, store and retrieve office records accurately • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody 	<ul style="list-style-type: none"> • A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 		
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems, • Prepares office communication at operational level and provide updates and draft reports 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Bachelor's degree in Business Management, Business Administration or any related</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	field from a recognized educational institution	
Administrative Assistant - Divisions (GSA5)	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
PROTOCOL DIVISION			
Head of Protocol (P5)	<ul style="list-style-type: none"> • Build and maintain a strategic plan to form good working relations with other organizations • Develop and maintain rules and procedures relating to practices to all protocol-related matters, resources and activities • Ensure overall supervision of the protocol directorate and handle policy matters with host government, embassies and international organisations • Ensure the full implementation of the headquarters agreement by the host government • Advise the AfCFTA Secretary General and other Officers on all matters of protocol and ensure existing international practices regarding diplomatic protocol at ceremonies and public functions are adhered to • Oversee the implementation of Protocol manual, protocol rules and procedures • Ensure that mast flags and desk flags of Member States are properly procured and correctly used • Undertake Airport duties of welcoming/and seeing-off Council of Ministers, Senior Trade Officials, other VIPs and personalities at the airport, VIP lounge etc... • Ensure high standard logistical organization of meetings and other conferences held at or outside the headquarters 	A Master's Degree in International Relations, Political Science, Public Relations or Diplomacy or a related area	Twelve (12) years of relevant experience of which Seven (7) years at managerial level and three (3) years at supervisory level.
Principal Protocol Officer (P4)	<ul style="list-style-type: none"> • Coordinate all public functions and ceremonies such as visits of dignitaries • Follow up on the implementation of the Host Country Agreement • Make the necessary arrangements for conducting the Anthems of the African Union 	A Master's Degree in public relations, international relations, political science or Diplomacy or a related area	Eight (8) years of relevant experience of which six (6) years at managerial level and three (3) years at supervisory level.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Ensure necessary arrangements for settlements of newly recruited staff members are made and assistance provided for securing accommodation and completing all residence formalities with host country authorities and institutions Follow up on hotel reservations and facilitate check-in and check-out during official trips Assist in staff repatriation issues in liaison 		
Senior Protocol Officer (P3)	<ul style="list-style-type: none"> Process accreditations, work permits and related documents for the AfCFTA Secretariat and their renewals when due Provide protocol services during travels of the AfCFTA Secretary General, elected officials as well as high profile dignitaries of AfCFTA and make appropriate arrival and departure arrangements including check-in, customs processes and immigration formalities at airports, use of VIP lounges and facilities and land transport among others. Arrange for with Host Country authorities for relocation of staff into or out of the country. Prepare the programme budget of the division and oversee programme implementation and budget execution Process exemptions for personal and official consignments being imported into the country. Receive, review and screen all incoming protocol correspondence and documents. Organize diplomatic security arrangements for high-level visitors to AfCFTA Secretariat Undertake Airport duties of welcoming/and seeing-off VIPs and other personalities at the airport, VIP lounge arrangements, etc... 	<ul style="list-style-type: none"> A Master Degree in Social Sciences, with specialization in International Relations and Diplomacy, <p>or</p> <ul style="list-style-type: none"> A Bachelor Degree in Social Sciences, with specialization in International Relations and Diplomacy with specialization in International Relations and Diplomacy 	<p>Five (5) years of relevant progressive work experience of which Three (3) years at supervisory level</p> <p>Eight (8) years of relevant progressive work experience of which Three (3) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Liaise with the relevant offices of the Host Country and other partner organizations in organizing and servicing of meetings of common responsibilities 		
Protocol Officer (P2)	<ul style="list-style-type: none"> • Prepare information guidelines for delegates and participants of AfCFTA meetings on the modalities of accreditation and seating plans • Prepare and update the Country Profiles of State Parties of the AfCFTA and keep protocol related documents of historical value • Supervise the work of Protocol Assistants reporting to him/her • Provide protocol assistance to staff and handle in-house and external enquiries • Undertake Airport duties of welcoming/and seeing-off VIPs and other personalities at the airport, VIP lounge arrangements, etc... • Perform other duties as may be assigned 	<p>A Bachelor's Degree in Social Sciences, with specialization in International Relations and Diplomacy or in related field</p> <p>or</p> <p>A Master's Degree in Social Sciences, with specialization in International Relations and Diplomacy or in related field</p>	<p>Five (5) years of relevant work experience in Protocol, experience in supervisory will be an added advantage.</p> <p>Or</p> <p>Two (2) years of relevant work experience in Protocol, experience in supervisory will be an added advantage.</p>
Protocol Officer (P1)	<ul style="list-style-type: none"> • Accreditation of AfCFTA staff with relevant governmental authority • Processing applications for Diplomatic ID cards • Processing Airport Passes applications • Processing of local driving licenses • Process Visas for staff on duty travel through foreign embassies in Ghana • Support clearing agencies assigned to facilitate transfer/registration and deregistration of the motor vehicles • Collect tax exemption clearance forms for the AfCFTA Secretariat 	<p>A Bachelor's Degree in Social Sciences, with specialization in International Relations and Diplomacy or in related field</p>	<p>2 years of relevant experience</p>
Protocol Assistant (GSA5)	<ul style="list-style-type: none"> • Support the travel of AfCFTA staff and facilitate their check in with airport security • Raising purchase orders and receiving invoices 	<p>A Diploma Social Sciences, with specialization in International Relations and Diplomacy or in related field</p>	<p>3 years of relevant experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Day to day administrative support to the Protocol team on other responsibilities Prepare documents/parcels for express shipment, coordinate and schedule dispatch with external courier companies Initiate service requests for supervisor's review and submission for approval Backstop the Finance and Administrative Analyst on administrative and financial functions Perform any other duties as required 		
CONFERENCES AND LANGUAGES DIVISION			
Head of Conference and Languages (P5)	<ul style="list-style-type: none"> Guides the Directorate's activities in line with the policy guidelines on global and local conference servicing strategies; Ensures operational management of global and local conference services of the AUC by addressing needs of clients and delivering services to their satisfaction by providing conference systems, services, equipment, planning capacity, managing workforce for translation and interpretation text processing, printing and publishing. Ensures the development and enforcement of policies and procedures relating to the provision of conference services Ensures overall management of the directorate/department personnel, budget, performance, timeliness of services and document delivery, quality completion, efficiency and effectiveness of programme delivery in conformity with relevant rules and procedures in force; Initiates and monitors arrangements for external contracting of translation work and recruitment of freelance service providers; 	A Master's Degree in Conference Management; Language Studies, Interpretation, Translation or other related area	Twelve (12) years of relevant experience of which Seven (7) years at managerial level and three (3) years at supervisory level.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Monitors coordination of logistical arrangements for external meetings; Develops and maintains relations with international organizations concerning terminology and innovations in translation, interpretation, printing, reprography and publishing facilities 		
Senior Officer - Central Planning and Coordination (P3)	<ul style="list-style-type: none"> Plans, coordinates and supervises the daily tasks of the Central planning and coordination Unit Advise and make recommendation on the upcoming workload of the CLD with regards to meetings of the AfCFTA in terms of Conference rooms, interpretation, Translation and documentation requirements Develops and reviews standard operating procedures to ensure quality and standard in the services provided Organises and participates in preparatory meetings with client Departments to understand requirements and ensure economical, efficient and effective allocation of resources; Organizes regular sensitisation meetings for AfCFTA Division to ensure compliance with C&L policies Oversees the preparation of AfCFTA calendar of meetings with the stakeholders and ensure its timely submission to the sub-committees on Programmes and Conferences for approval Manages and coordinates all the inflows of service requests addressed to CLD and analyse issues to be addressed and propose innovative solutions Coordinates and manages administrative and functional matters of the unit 	<p>Master's degree Project Management, MBA, Political Sciences, International Development and related fields from a recognized university</p> <p>OR</p> <p>A University Bachelor's degree Project Management, MBA, Political Sciences, International Development and related fields.</p>	<p>Five (5) years of relevant progressive work experience of which Three (3) years at supervisory level</p> <p>Eight (8) years of relevant progressive work experience of which Three (3) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Ensures timely and effective execution of the activities to achieve the set objectives of the Unit within the framework of its mandate <p>Provides technical resource allocation and policy guidance on matters relating to system implementation projects and maintenance</p>		
Documentation Officer (P2)	<ul style="list-style-type: none"> Keeps custody of all hardcopies and softcopies of official documents of CLD, including conference working documents, reports, and other official documents of the AfCFTA Ensures backup of all documents processed by C&L and provide off-line access of ordinary sessions' documents for stakeholders Ensures assignment of unique code to all documents processed by the CLD for storage and retrieval from the CLD server or any other server assigned for that purpose Develops and maintains, in liaison with MIS, a database of all meetings/conferences documents, in all AU official working languages, which have either been translated or processed by Conference Services Directorate Documents, store and avail to translators and other authorized users, in hard or soft copies, all official CLD documents, including working documents, reports, reference material, etc. Liaises with pool supervisors to collect the final versions of documents processed by CLD and centralize on the server in all official AU working languages Ensures smooth and timely transmission of meeting documents to and communication with AfCFTA Officials', Member States Representative 	<p>Bachelor's degree in Library science, Information technology, information management, Computer Science, Record Management, Archiving, Document Management</p> <p>Or</p> <p>Master's degree in above related fields</p>	<p>5 years working experience in documentation or related fields out of which 2 years are at supervisory level</p> <p>2 years working experience in documentation</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Missions' and Ministry of Foreign Affairs' focal persons</p> <ul style="list-style-type: none"> • Ensures user-friendly access to server based documents from translators' work stations and subsequently to all AfCFTA users • Liaises with the printing unit for the collection, classification and efficient duplication of documents in accordance with requirements the organized meeting • Provides training to new CLD staff on the use of CLD Systems <p>Ensures document processing and distribution during Policy Organs meetings</p>		
Documents and Calender Controller (P1)	<ul style="list-style-type: none"> • Follow up/ report on AfCFTA Decisions taken on the AU Calendar of Meetings • Aid in the preparation of the AfCFTA Calendar of Meetings in accordance with Executive Council Decisions on the AU Calendar of Meetings • Monitor the calendar once approved and make sure it is implemented as approved for the year • Prepare quarterly reports on the calendar for submission to the Sub-Committee on conferences and programmes during quarterly meetings • Vet and prepare a quarterly list of new meeting proposals for consideration and addition to the calendar by the Bureau of the Sub-Committee on conferences and programmes • Prepare statistics with regards to meetings served by the Conference Service Department. • Make sure that relevant staff in the Conference Service Department receive all necessary information pertaining to the smooth organizing of meetings such as budget codes, venue, languages required for translation and/ 	<p>Bachelor's Degree in Library Studies, Records Management, Information Systems, Archiving, Document Management or related field of studies</p>	<p>2 - years of relevant work experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>interpretation, number of participants and focal persons for each meeting</p> <ul style="list-style-type: none"> • Regularly confer with departmental focal persons for meetings and documents in order to coordinate details • Take minutes during meetings pertaining to the calendar and prepare the reports. • Update the calendar regularly and circulate it to Divisions and all relevant stakeholders. • Manage and supervise staff <p>Supervise, guide and train support staff</p>		
Conference System Technician (GSA5)	<ul style="list-style-type: none"> • Installs, programs and tests the conference Equipment Hardware and Software • Operates, maintains and troubleshoots all the conference system and maintain, operate, control and program all conference system audio, video, LED and projection systems and other devices • Provides support for t meeting organizers on technical service requirements before and during meetings • Prepares database for meeting participants for speech time limit and electronic floor request • Programs the interpretation equipment according to the language requirement for simultaneous interpretation and relay function • Carries out routine tests on all conference system devices according to the equipment and recording and editing of required meeting proceeding and store safely for future use • Participates in the execution of the upgrading works on the AfCFTA's Conference Systems to adapt to the current technology • Participates in the preparation of specifications for spare parts required for the conference systems 	<p>Diploma in Information Systems; Computer Science; Technical Knowledge on SIE Equipment or related field of studies</p> <p>Or</p> <p>Bachelors Degree in Information Systems, Computer Science; Technical Knowledge on SIE Equipment or related field of studies</p>	<p>2 Years years of relevant work experience</p> <p>Or</p> <p>5 years of relevant work experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Prepares list of required spare parts for all conference systems Conducts diagnosis of malfunctioning systems, devices, software and components in order to identify the cause of a breakdown and correct the problem <p>Manages the video tracking, central control and audio networking system during meeting; Prepare and carry out preventive maintenance schedule for each device in the conference halls</p>		
Pool Secretary (GSA4)	<ul style="list-style-type: none"> Type and proof read documents, reports, correspondences, messages, queries, etc as may be required by assigned supervisors Draft responses to routine correspondences for the signature of the supervisors Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents Answer and screen telephone calls/E-mail messages and ensure follow up with supervisors and partners; Keep an up to date diary of appointments for supervisors and other senior staff of the division; Keep equipment in use in good condition and report on defects for maintenance and other necessary action; Provide day to day routine administrative supports to various work units of the assigned Department / Division / Units Perform reception services where required 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies <p>Typing Speed: 50 words per minutes</p>	<p>5 years of relevant experience in a government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or international organization;</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Perform any other relevant duty/responsibility assigned		
Interpreter/Translator (P4) (Arabic)	<ul style="list-style-type: none"> • Provide simultaneous, interpretation during conferences, meetings, audiences discussions, etc • Provide consecutive, liaison and other forms of interpretation whenever required • Check appropriate references to ensure exact understanding and use of AU technical terminologies • Consult colleagues and specialized technical dictionaries/glossaries • Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability • Help develop terminology/lexicons of the AU • Ensure quality translation of working documents in a timely manner • Regularly consult colleagues, specialised dictionaries / glossaries, data banks, etc. • Check appropriate sources of reference <p>Have a good working knowledge of the Computer Assisted Translation Tool (CATT)</p>	<p>Master's degree in Interpretation, Translation Language Studies, Linguistics or related field of studies</p> <p>Or</p> <p>Bachelor's Degree Interpretation, Translation Language Studies, Linguistics or related field of studies</p>	<p>Ten (10) - Years of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.</p> <p>Or</p> <p>Twelve (12) ears of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.</p>
Interpreter/Translator (P4) (English)	<ul style="list-style-type: none"> • Provide simultaneous, interpretation during conferences, meetings, audiences discussions, etc; • Provide consecutive, liaison and other forms of interpretation whenever required; 	<p>Master's degree in Interpretation, Translation Language Studies, Linguistics or related field of studies</p> <p>Or</p>	<p>Ten (10) - Years of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Check appropriate references to ensure exact understanding and use of AU technical terminologies Consult colleagues and specialized technical dictionaries/glossaries Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability Help develop terminology/lexicons of the AU Ensure quality translation of working documents in a timely manner Regularly consult colleagues, specialised dictionaries / glossaries, data banks, etc. Check appropriate sources of reference <p>Have a good working knowledge of the Computer Assisted Translation Tool (CATT)</p>	Bachelor's Degree Interpretation, Translation Language Studies, Linguistics or related field of studies	<p>Or</p> <p>Twelve (12) ears of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.</p>
Interpretor/Translator (P4) (French)	<ul style="list-style-type: none"> Provide simultaneous, interpretation during conferences, meetings, audiences discussions, etc; Provide consecutive, liaison and other forms of interpretation whenever required; Check appropriate references to ensure exact understanding and use of AU technical terminologies Consult colleagues and specialized technical dictionaries/glossaries Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special 	<p>Master's degree in Interpretation, Translation Language Studies, Linguistics or related field of studies</p> <p>Or</p> <p>Bachelor's Degree Interpretation, Translation Language Studies, Linguistics or related field of studies</p>	<p>Ten (10) - Years of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.</p> <p>Or</p> <p>Twelve (12) ears of relevant experience of which seven (7) years at managerial/expert</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability <ul style="list-style-type: none"> • Help develop terminology/lexicons of the AU • Ensure quality translation of working documents in a timely manner • Regularly consult colleagues, specialised dictionaries / glossaries, data banks, etc. • Check appropriate sources of reference Have a good working knowledge of the Computer Assisted Translation Tool (CATT)		level and Four (4) years at supervisory level.
Interpreter/Translator (P4) (Portuguese)	<ul style="list-style-type: none"> • Provide simultaneous, interpretation during conferences, meetings, audiences discussions, etc; • Provide consecutive, liaison and other forms of interpretation whenever required; • Check appropriate references to ensure exact understanding and use of AU technical terminologies • Consult colleagues and specialized technical dictionaries/glossaries • Keep abreast with developments in the language field, both in the source and target languages, by compiling and regularly up-dating specific terminologies, phrases, acronyms and special expressions in order to widen the stock of vocabulary with the aim of enhancing skill and ability • Help develop terminology/lexicons of the AU • Ensure quality translation of working documents in a timely manner • Regularly consult colleagues, specialised dictionaries / glossaries, data banks, etc. • Check appropriate sources of reference 	Master's degree in Interpretation, Translation Language Studies, Linguistics or related field of studies Or Bachelor's Degree Interpretation, Translation Language Studies, Linguistics or related field of studies	Ten (10) - Years of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level. Or Twelve (12) ears of relevant experience of which seven (7) years at managerial/expert level and Four (4) years at supervisory level.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Have a good working knowledge of the Computer Assisted Translation Tool (CATT)		
TRADE IN GOODS AND COMPETITION DIRECTORATE			
Director of Trade in Goods & Competition (D1)	<ul style="list-style-type: none"> Supervise work of the Secretariat in implementing the Protocols on Trade in Goods and Competition, including their subsidiary instruments. Oversee the work of the Secretariat in enhancing cooperation in the areas of Market Access; Rules of Origin; Trade Remedies; and Non-Tariff Measures (NTMs) Supervise the work of the Secretariat in enhancing cooperation in the areas of Technical Barriers to Trade, Non-Tariff Barriers and Sanitary and Phytosanitary measures; Act as a Secretariat to the Committee on Trade in Goods and the Committee on Competition and their subsidiary bodies, to ensure their smooth functioning; Provide high quality factual reports, technical advisory notes and other relevant information notes to enable the smooth functioning of the Committee on Trade in Goods, the Committee on Competition and their subsidiary bodies; Develop formats and working procedures for receipt of notifications and their circulation to State Parties; Lead technical assistance and capacity building initiatives to enable State Parties to implement the Protocols on Trade in Goods and Competition, including their subsidiary instruments; 	A minimum of a Masters Degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.	15-years working experience in a profession related to Competition Policies International Trade, Trade in Goods, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline. This experience should include at least 7-years work at managerial level position.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Design and maintain a comprehensive database of each State Party's tariff schedule, including the tariff schedules of customs unions; • Conduct research and assist other directorates of the Secretariat on all matters related to the Protocols on Trade in Goods and Competition whenever expertise on these topics is required, for instance in the context of dispute settlement cases and of technical assistance activities; • Lead collaboration and develop good working relations and partnerships with relevant organisations • Oversee the implementation of the Competition Policy Protocol; • Provide policy guidelines and facilitation of the implementation of a continental competition policy; • Establish and operationalise the African Competition Network of national and regional competition authorities to promote cooperation and harmonisation of competition regulation in the continent; • Assist State Parties to develop competition policies and implement competition laws in conformity with the goals of the AfCFTA; • Provide appropriate technical and other AfCFTA-related advice and required documentation to Member State representatives participating in meetings and ensure the timely production and dissemination of minutes of technical meetings; • Coordinate and facilitate technical assistance programs, policy dialogue on competition policy, studies and advocacy to advance competition policy that addresses challenges in the continent; 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensure cooperation with regional bodies responsible for competition regulation; • Identify competition policy challenges in Africa and propose activities or initiatives to address these; • Advance and place the competition policy agenda for Africa in international organisations such as the WTO and UNCTAD. 		
Secretary (Bilingual) (GSA5)	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies with 3 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization, or international non-governmental organizations.</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are required to have a minimum of 2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations.</p>	<p>3 years or 2 years</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Senior Record Assistant GSA3	<ul style="list-style-type: none"> • Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee • Scan and digitize in-coming mail and records • Sort, organize, maintain, store and retrieve office records accurately • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records 	<ul style="list-style-type: none"> • A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Maintain records system of files movements within the office 		
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p> <ul style="list-style-type: none">
Administrative Assistant – Division GSA 5	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	Management, Business Administration or any related field from a recognized educational institution	
MARKET ACCESS DIVISION			
Head of Division – Market Access (P5)	<ul style="list-style-type: none"> Set the vision for the Market Access Division and define and lead its overall strategy; Ensure the appropriate risk management and mitigation strategies for the division; Contribute to the development of the Directorate business continuity plan and ensure the implementation at the division level; Supervise staff of the division with regard to organization and performance evaluation; Lead the design of strategies and policies consistent with the Directorate's goals in order to address the pertinent issues in the relevant area; Act as a secretariat to the Committee on Trade in Goods and its subsidiary bodies, to ensure their effective functioning of these subcommittees; Preparation of the Annual Action Plan and its corresponding resources for the Division; Represent the AfCFTA Secretariat and explain its position at conferences and events when requested; 	Master's degree or equivalent in a Quantitative in Economics, International Trade Law, or Law;	A minimum of twelve (12) years of relevant work experience in the area of trade policy at regional or multilateral level of which seven (7) years must be at managerial level;

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the division level; Engage stakeholders within the Members States and RECs in designing and implementing the required strategies; and Invest in strategic partnerships and relationships to drive growth; Carry out any other tasks, as may be assigned by the Director as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Principal Market Access Officer (P4)	<ul style="list-style-type: none"> Conduct research and analysis and prepare reports on market access issues related to substantive areas of the Division's work; Provide information to delegates, colleagues, senior management and other intergovernmental organizations on substantive issues within the Division's responsibility; Assist more senior colleagues in providing support for bodies serviced by the Division (committees, negotiating groups, etc.), as required; Deliver a significant number of technical assistance and training activities on substantive areas of the Division's work; Contribute to the development of training material; Develop expertise in technical subject matter related to the work of the Division; Participate in and provide support to the Division's outreach activities; 	<p>Master's degree or equivalent in a Quantitative in Economics, International Trade Law, or Law;</p> <p>Or</p> <p>Bachelor's degree or equivalent in a Quantitative in Economics, International Trade Law, or Law;</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		supervisory role respectively.
Senior Program Officer - Market Access (P3)	<ul style="list-style-type: none"> Monitor the implementation of the Schedules of Tariff Concession at level of State Parties and non-State Parties, in particular for French-speaking countries Participate in meetings, seminars to enhance the effective implementation of the Schedules of Tariff Concession; Prepare concept notes, annual work plans on issues related to the Tariff Concessions Undertake sensitization workshops on the Schedules of Tariff Concession and propose corrective measures wherever necessary based on feedback received through such workshops Develop formats and working procedures for receipt of notifications and their circulation to State Parties; Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement the Schedules of Tariff Concession; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>
Program Officer - Market Access (P2)	<ul style="list-style-type: none"> Maintain a comprehensive database of each State Party's tariff schedule, including the tariff schedules of customs unions; 	Bachelor Degree in international trade, development economics, international relations, international business,	five (5) years of work experience in the relevant areas, experience in

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Develop good working relations and partnerships with relevant organisations • Assist the Committee on Trade in Goods to ensure its smooth functioning • Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of Tariff Concession; • Assist in the development of quarterly work plans and programmes of the Division; • Assist in the development of indicators for the monitoring and evaluation of the work programme on Tariff Concession • Serve as focal point for the monitoring and evaluation of the Division's work programme; • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on Trade in Goods, and other capacity building workshops'; • Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Program Officer - Market Access (P2)	<ul style="list-style-type: none"> • Maintain a comprehensive database of each State Party's tariff schedule, including the tariff schedules of customs unions; • Develop good working relations and partnerships with relevant organisations • Assist the Committee on Trade in Goods to ensure its smooth functioning 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of Tariff Concession; • Assist in the development of quarterly work plans and programmes of the Division; • Assist in the development of indicators for the monitoring and evaluation of the work programme on Tariff Concession • Serve as focal point for the monitoring and evaluation of the Division's work programme; • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on Trade in Goods, and other capacity building workshops'; • Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <ul style="list-style-type: none"> • 	<p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior Program Officer - Market Access (P1)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties, non-State Parties and Customs Unions; • Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's Schedule of Tariff Concession; • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on Trade in Goods, and other capacity building workshops'; • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in Scheduling meetings of the Division, including the preparation of memos and budget; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
RULES OF ORIGIN DIVISION			
Head of Division – Rules of Origin (P5)	<ul style="list-style-type: none"> Set the vision for the RoO Division and define and lead its overall strategy; Supervise staff of the division with regard to organisation and performance evaluation; Lead the design of strategies and policies consistent with the Directorate goals in order to address the pertinent issues in the relevant area; Act as a secretariat to the subcommittee on RoO, to ensure their effective functioning of this subcommittee; Engage stakeholders within Members States and RECs in designing and implementing the required strategies; Invest in strategic partnerships and relationships to drive growth; Preparation of the Annual Action Plan and its corresponding resources for the Division. Represent the AfCFTA Secretariat and explain its position at conferences and events when requested; and Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at division level. 	A minimum of a Masters Degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.	15-years working experience in a profession related to Competition Policies International Trade, Trade in Goods, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline. This experience should include at least 7-years work at managerial level position.
Principal Officer - Rules of Origin (P4)	<ul style="list-style-type: none"> Conduct research and analysis and prepare reports on RoO issues related to substantive areas of the Division's work; 	Master's degree or equivalent in a Quantitative in Economics,	10 (ten) years of relevant and progressively

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Provide information to delegates, colleagues, senior management and other intergovernmental organizations on substantive issues within the Division's responsibility; • Assist more senior colleagues in providing support for bodies serviced by the Division (committees, negotiating groups, etc.), as required; • Deliver a significant number of technical assistance and training activities on substantive areas of the Division's work; • Contribute to the development of training material; • Develop expertise in technical subject matter related to the work of the Division; • Participate in and provide support to the Division's outreach activities; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 	<p>International Trade Law, or Law;</p> <p>Or</p> <p>Bachelor's degree or equivalent in a Quantitative in Economics, International Trade Law, or Law;</p>	<p>responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>
Senior Program Officer - Rules of Origin (P3)	<ul style="list-style-type: none"> • Coordinate the work of Customs Unions in the implementation of the RoO; • Monitor the implementation of the RoO at level of State Parties and non-State Parties • Participate in meetings, seminars to enhance the effective implementation of the RoO; • Prepare concept notes, annual work plans on issues related to RoO • Undertake sensitization workshops on the RoO and propose corrective measures wherever necessary based on feedback received through such workshops 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none"> •

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Develop formats and working procedures for receipt of notifications and their circulation to State Parties; Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement the RoO; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	relations, international business, international law, political science or relevant disciplines	
Program Officer -Rules of Origin (P2)	<ul style="list-style-type: none"> Maintain a comprehensive database of each State Party's RoO, including the RoO of Customs Unions; Develop good working relations and partnerships with relevant organisations Assist the sub-Committee on RoO to ensure its smooth functioning Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of RoO; Assist in the development of quarterly work plans and programmes of the Division; Assist in the development of indicators for the monitoring and evaluation of the work programme on RoO Serve as focal point for the monitoring and evaluation of the Division's work programme; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on RoO, and other capacity building workshops'; Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Junior Program Officer - Rules of Origin (P1)	<ul style="list-style-type: none"> Develop a database of the focal points of State Parties, non-State Parties and Customs Unions; Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's RoO; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on RoO, and other capacity building workshops; Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; Assist in Scheduling meetings of the Division, including the preparation of memos and budget; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage
NON-TARIFF MEASURES DIVISION			
Head of Division – Non-Tariff Measures (P5)	<ul style="list-style-type: none"> Oversee State Parties' implementation of provisions of Annex 5 on NTBs, Annex 6 on TBT, and Annex 7 on SPS Measures of the Protocol on Trade in Goods under the AfCFTA Agreement; Harmonise legislations, rules and regulations and procedures in relevant areas of Non-Tariff Measures (NTMs) for implementation of the AfCFTA Agreement; 	A minimum of a Masters Degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.	15-years working experience in a profession related to Competition Policies International Trade, Trade in Goods, Economics, International Relations, International

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Formulate and manage technical assistance programmes in support of NTMs issues under the AfCFTA; Formulate advice and recommendations to AfCFTA State Parties in relevant areas of NTMs following the AfCFTA Agreement's relevant instruments; Develop and formulate plans and recommendations for improvement of systems/functions/procedures/legislation for NTMs under the AfCFTA to boost intra-African trade; Lead and where necessary build upon implementation readiness analysis of SPS regimes already existing in the AfCFTA Member States, and recommend specific measures to enhance transparency, especially in standards development; Envisage and lead a common methodology and approach to develop proposals to address unjustified SPS measures in accordance with guidance from the Sub-Committee on SPS under the AfCFTA; Identify new or emerging development issues of potential concern to AfCFTA State Parties in the areas of NTMs, particularly those of a regional nature, and designs and develop programmes and policy advice to address them; 		Development Policy, Law, Business Administration or other relevant discipline. This experience should include at least 7-years work at managerial level position.
Principal Officer - TBT/SPS/NTBs (P4)	<ul style="list-style-type: none"> Oversee State Parties' implementation of provisions of Annex 6 on TBT Measures of the Protocol on Trade in Goods under the AfCFTA Agreement; 	Master's degree in international trade, development economics, international relations, international business,	10 (ten) years of relevant and progressively responsible experience out of which 6 (six)

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in the harmonization of legislations, rules and regulations and procedures in relevant areas of TBT for implementation of the AfCFTA Agreement; Formulate and manage technical assistance programmes in support of TBT issues under the AfCFTA; Formulate advice and recommendations to AfCFTA State Parties in relevant areas of TBT following the AfCFTA Agreement's relevant instruments; Develop and formulate plans and recommendations for improvement of systems/functions/procedures/legislation for TBT under the AfCFTA to boost intra-African trade; Lead and where necessary build upon implementation readiness analysis of TBT regimes already existing in the AfCFTA Member States, and recommend specific measures to enhance transparency, especially in standards development; Envisage and lead a common methodology and approach to develop proposals to address unjustified TBT measures in accordance with guidance from the Sub-Committee on TBT under the AfCFTA; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 	<p>international law, political science or relevant disciplines</p> <p>OR</p> <ul style="list-style-type: none"> Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<p>years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>
Senior Program Officer - TBT (P3)	<ul style="list-style-type: none"> Coordinate the work of Customs Unions in the implementation of the Annex on TBT; 	University Master's degree in international trade, development	Seven (7) years of relevant work

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Monitor the implementation of the TBT at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the TBT; • Prepare concept notes, annual work plans on issues related to TBT; • Undertake sensitization workshops on the TBT issues and propose corrective measures wherever necessary based on feedback received through such workshops; • Develop formats and working procedures for receipt of notifications and their circulation to State Parties; • Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement the TBT; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>
Senior Program Officer - NTBs (P3)	<ul style="list-style-type: none"> • Monitor the implementation of the NTBs at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the NTBs; • Prepare concept notes, annual work plans on issues related to NTBs; • Undertake sensitization workshops on the NTBs issues and propose corrective measures wherever necessary based on feedback received through such workshops; • Develop formats and working procedures for receipt of notifications and their circulation to State Parties; 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business,</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none"> •

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement the NTBs; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	international law, political science or relevant disciplines	
Senior Program Officer - SPS (P3)	<ul style="list-style-type: none"> Oversee State Parties' implementation of provisions of Annex 7 on SPS Measures of the Protocol on Trade in Goods under the AfCFTA Agreement; Assist in the harmonization of legislations, rules and regulations and procedures in relevant areas of SPS for implementation of the AfCFTA Agreement; Formulate and manage technical assistance programmes in support of SPS issues under the AfCFTA; Formulate advice and recommendations to AfCFTA State Parties in relevant areas of SPS following the AfCFTA Agreement's relevant instruments; Develop and formulate plans and recommendations for improvement of systems/functions/procedures/legislation for SPS under the AfCFTA to boost intra-African trade; Lead and where necessary build upon implementation readiness analysis of SPS regimes already existing in the AfCFTA Member States, and recommend specific measures to enhance transparency, especially in standards development; 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Envisage and lead a common methodology and approach to develop proposals to address unjustified SPS measures in accordance with guidance from the Sub-Committee on SPS under the AfCFTA; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 		
Program Officer - NTBs (P2)	<ul style="list-style-type: none"> Maintain a comprehensive database of each State Party's NTBs, including the NTBs of Customs Unions; Develop good working relations and partnerships with relevant organisations Assist the sub-Committee on NTBs to ensure its smooth functioning Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of NTBs; Assist in the development of quarterly work plans and programmes of the Division; Assist in the development of indicators for the monitoring and evaluation of the work programme on NTBs; Serve as focal point for the monitoring and evaluation of the Division's work programme; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on NTBs, and other capacity building workshops; Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Program Officer - TBT/SPS (P2)	<ul style="list-style-type: none"> Maintain a comprehensive database of each State Party's TBT and SPS, including the TBT of Customs Unions; Develop good working relations and partnerships with relevant organisations Assist the sub-Committee on TBT and SPS to ensure its smooth functioning Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of TBT and SPS; Assist in the development of quarterly work plans and programmes of the Division; Assist in the development of indicators for the monitoring and evaluation of the work programme on TBT and SPS; Serve as focal point for the monitoring and evaluation of the Division's work programme; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on TBT and SPS, and other capacity building workshops'; Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	issues to enhance links between the Division and other Divisions in the Directorate.		
Junior Program - Officer BT (P1)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties, non-State Parties and Customs Unions; • Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's TBT; • Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on TBT, and other capacity building workshops'; • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; • Assist in Scheduling meetings of the Division, including the preparation of memos and budget; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas
Junior Program - Officer SPS (P1)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties, non-State Parties and Customs Unions; • Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's SPS; • Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on SPS, and other capacity building workshops'; • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; • Assist in Scheduling meetings of the Division, including the preparation of memos and budget; 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Junior Program Officer - NTBs (P1)	<ul style="list-style-type: none"> Develop a database of the focal points of State Parties, non-State Parties and Customs Unions; Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's NTBs; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on NTBs, and other capacity building workshops; Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; Assist in Scheduling meetings of the Division, including the preparation of memos and budget; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas
TRADE REMEDIES DIVISION			
Head of Division – Trade Remedies (P5)	<ul style="list-style-type: none"> Oversee the State Parties Implementation of Annex 9 on Trade Remedies under the Protocol on Trade in Goods of the AfCFTA Agreement Ensure the readiness of State Parties with regard to technical capacity, domestic mechanisms and institutions to support proper implementation of the Trade Remedies provisions of the AfCFTA Agreement 	A minimum of a Masters Degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.	15-years working experience in a profession related to Competition Policies International Trade, Trade in Goods, Economics, International Relations, International

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Build a database for Trade Remedies (Complaints and investigations) • Support capacity building for State Parties on all technical and legal aspects pertaining to Trade Remedies and Dispute Settlement • Provide administrative and technical assistance on all issues relating to Trade Remedies and Dispute Settlement • Support on-site verification visits • Formulate and manage technical assistance programmes in support of trade remedies issues in Africa • Formulate advice and recommendations for AfCFTA State Parties in relevant areas of trade remedies and dispute settlements • Develop plans and recommendations for improvement of systems/functions/procedures/legislation for trade remedies and dispute settlements • Identify new or emerging development issues of potential concern to AfCFTA State Parties in the areas of trade remedies and dispute settlements, particularly those of a regional nature, and designs and develops programmes and policy advice to address them 		Development Policy, Law, Business Administration or other relevant discipline. This experience should include at least 7-years work at managerial level position.
Principal Officer - Anti-Subsidy/Safeguards Officer (P4)	<ul style="list-style-type: none"> • Oversee State Parties' implementation of provisions of Annex 9 on Trade Remedies, particularly on issues relating to Safeguards and Countervailing Measures; • Assist in the harmonization of legislations, rules and regulations and procedures in relevant areas of Safeguards and 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Countervailing Measures for implementation of the AfCFTA Agreement;</p> <ul style="list-style-type: none"> • Formulate and manage technical assistance programmes in support of Safeguards and Countervailing measures under the AfCFTA; • Formulate advice and recommendations to AfCFTA State Parties in relevant areas of Safeguards and Countervailing measures following the AfCFTA Agreement's relevant instruments; • Develop and formulate plans and recommendations for improvement of systems/functions/procedures/legislation for Safeguards and Countervailing measures under the AfCFTA to boost intra-African trade; • Lead and where necessary build upon implementation readiness analysis of safeguards and subsidy regimes already existing in the AfCFTA Member States, and recommend specific measures to enhance transparency, especially in standards development; • Envisage and lead a common methodology and approach to develop proposals to address issues arising from the application of safeguards and countervailing measures in accordance with guidance from the Sub-Committee on Trade Remedies under the AfCFTA; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of 	<p>OR</p> <ul style="list-style-type: none"> • Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<p>(three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	issues to enhance links between the Division and other Divisions in the Directorate		
Principal Officer - Anti-Dumping Officer (P4)	<ul style="list-style-type: none"> Oversee State Parties' implementation of provisions of Annex 9 on Trade Remedies, particularly on issues relating to Dumping and Anti-Dumping; Assist in the harmonization of legislations, rules and regulations and procedures in relevant areas of dumping and anti-dumping for implementation of the AfCFTA Agreement; Formulate and manage technical assistance programmes in support of fair trade practices under the AfCFTA; Formulate advice and recommendations to AfCFTA State Parties in relevant areas of dumping and anti-dumping measures following the AfCFTA Agreement's relevant instruments; Develop and formulate plans and recommendations for improvement of systems/functions/procedures/legislation anti-dumping measures under the AfCFTA to boost intra-African trade; Lead and where necessary build upon implementation readiness analysis of anti-dumping regimes already existing in the AfCFTA Member States, and recommend specific measures to enhance transparency, especially in standards development; Envisage and lead a common methodology and approach to develop proposals to address issues arising from the application of anti-dumping measures in accordance with 	<p>Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <ul style="list-style-type: none"> Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>guidance from the Sub-Committee on Trade Remedies under the AfCFTA;</p> <ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 		
Senior Program Officer - Anti-Subsidy/Safeguards Officer (P3)	<ul style="list-style-type: none"> Coordinate the work of Customs Unions in the implementation of the Annex on 9 on safeguards and countervailing measures; Monitor the implementation of the Annex 9 on Trade Remedies particularly on safeguards and countervailing measures at level of State Parties and non-State Parties; Participate in meetings, seminars to enhance the effective implementation of safeguards and countervailing measures; Prepare concept notes, annual work plans on issues related to safeguards and countervailing measures; Undertake sensitization workshops on the safeguard and countervailing issues and propose corrective measures wherever necessary based on feedback received through such workshops; Develop formats and working procedures for receipt of notifications and their circulation to State Parties; Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement safeguards and countervailing measures; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <ul style="list-style-type: none"> 	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	issues to enhance links between the Division and other Divisions in the Directorate.		
Senior Program Officer Anti-Dumping Officer (P3)	<ul style="list-style-type: none"> • Coordinate the work of Customs Unions in the implementation of the Annex on 9 on anti-dumping; • Monitor the implementation of the Annex 9 on Trade Remedies particularly on anti-dumping measures at the level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of anti-dumping measures; • Prepare concept notes, annual work plans on issues related to anti-dumping; • Undertake sensitization workshops on anti-dumping and propose corrective measures wherever necessary based on feedback received through such workshops; • Develop formats and working procedures for receipt of notifications and their circulation to State Parties; • Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement anti-dumping measures; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none"> •
Program Officer - Anti-Subsidy/Safeguards Officer (P2)	<ul style="list-style-type: none"> • Maintain a comprehensive database of each State Party's subsidy and safeguards, including that of Customs Unions; 	Bachelor Degree in international trade, development economics, international relations, international business,	five (5) years of work experience in the relevant areas, experience in

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Develop good working relations and partnerships with relevant organisations • Assist the sub-Committee on Trade Remedies to ensure its smooth functioning • Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of Safeguards and Countervailing measures; • Assist in the development of quarterly work plans and programmes of the Division; • Assist in the development of indicators for the monitoring and evaluation of the work programme on safeguards and countervailing measures; • Serve as focal point for the monitoring and evaluation of the Division's work programme; • Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on Trade Remedies, and other capacity building workshops', and contribute in particular to issues on safeguards and countervailing measures; • Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Program Officer - Anti-Dumping Officer (P2)	<ul style="list-style-type: none"> • Maintain a comprehensive database of each State Party's anti-dumping measures, including that of Customs Unions; • Develop good working relations and partnerships with relevant organisations 	Bachelor Degree in international trade, development economics, international relations, international business,	five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist the sub-Committee on Trade Remedies to ensure its smooth functioning Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of Anti-Dumping; Assist in the development of quarterly work plans and programmes of the Division; Assist in the development of indicators for the monitoring and evaluation of the work programme on Dumping/Anti-Dumping; Serve as focal point for the monitoring and evaluation of the Division's work programme; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on Trade Remedies, and other capacity building workshops; Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior Program Officer - Anti-Subsidy/Safeguards Officer (P1)	<ul style="list-style-type: none"> Develop a database of the focal points of State Parties, non-State Parties and Customs Unions on safeguards and countervailing measures; Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union's safeguards and countervailing measures; Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>two (2) years of work experience in the relevant areas</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Trade Remedies, and other capacity building workshops’;</p> <ul style="list-style-type: none"> • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; • Assist in Scheduling meetings of the Division, including the preparation of memos and budget; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Junior Program Officer - Anti-Dumping Officer (P1)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties, non-State Parties and Customs Unions on Anti-dumping measures; • Liaise with other relevant Directorates, including the Directorate of Customs in updating State Parties, non-State Parties and Customs Union’s anti-dumping measures; • Participate in meetings of AfCFTA institutions, in particular meetings of the Sub-Committee on Trade Remedies, and other capacity building workshops’; • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; • Assist in Scheduling meetings of the Division, including the preparation of memos and budget; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>two (2) years of work experience in the relevant areas</p>
COMPETITION POLICY DIVISION			

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Head of Division – Competition (P5)	<ul style="list-style-type: none"> • Set the vision for the Competition Policy Division and define and lead its overall strategy; • Ensure the appropriate risk management and mitigation strategies for the division; • Contribute to the development of the Directorate business continuity plan and ensure the implementation at the division level; • Supervise staff of the division with regard to organization and performance evaluation; • Lead the design of strategies and policies consistent with the Directorate's goals in order to address the pertinent issues in the relevant area; • Act as a secretariat to the Committee on Competition Policy and its subsidiary bodies, to ensure their effective functioning of these subcommittees; • Preparation of the Annual Action Plan and its corresponding resources for the Division; • Represent the AfCFTA Secretariat and explain its position at conferences and events when requested; • Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the division level; • Engage stakeholders within the Members States and RECs in designing and implementing the required strategies; and • Invest in strategic partnerships and relationships to drive growth; • Carry out any other tasks, as may be assigned by the Director as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	A minimum of a Masters Degree in the fields of International Trade, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline.	15-years working experience in a profession related to Competition Policies International Trade, Trade in Goods, Economics, International Relations, International Development Policy, Law, Business Administration or other relevant discipline. This experience should include at least 7-years work at managerial level position.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Principal Officer - Competition (P4)	<ul style="list-style-type: none"> Assist in the negotiation and implementation of the Protocol on Competition Policy under the AfCFTA; Undertake analysis and diagnostics of sector or industry-level market competition constraints, through competition rapid assessment tools and standard competition indicators and the application of quantitative and qualitative analytical tools to evaluate competition issues Implement pro-competition market regulations and relevant programs and initiatives, including technical assistance on competition policy, through technical advice, policy dialogue and support to client countries; Evaluate applications for exemptions and for non- application of the Regulations and justification claims given under the AfCFTA; Investigate /monitor anti-competitive trade or restrictive business practices that have the effect of prevention, restriction and distortion of competition on the continent; Conducts investigations relating to abuse of dominant position and market power; Prohibit, monitor and detect cartel behaviours on the continent and educate the public on the harmful effects of cartels; Develop and participate in mergers and acquisition strategy development Manage effective investigation and assessment of trading practices in the continent in order to enhance consumer protection; Analyze acquisition and investment opportunities consistent with the AfCFTA Rules; 	<p>Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <ul style="list-style-type: none"> Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Perform industry and financial analysis leading to investment recommendations Develop and present the business case supporting the acquisition and recommend valuation of potential targets to senior leadership and other internal stakeholders Manage a broad cross functional due diligence team Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Senior Program Officer – Competition (P3)	<ul style="list-style-type: none"> Prepare legal advice on diverse substantive and procedural issues, which may include those related to administration, procurement, contracts and other operational matters such as mergers and acquisition; competition and economic research among others; Perform extensive legal research and analysis and prepare legal opinions, studies, briefs & reports; Assist in developing, interpreting and implementing internal legislation, decisions, directives etc; Ensure that draft decisions of the Secretariat take due account of the relevant facts; Assist in negotiating and drafting undertakings, and ensure the accuracy of undertakings given by enterprises to the Secretariat; Develop and implement relevant guidelines/procedures/manual such as those pertaining to investigations procedures and 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>ethics, confidentiality issues, exemptions, etc under the Competition Regulations and Rules;</p> <ul style="list-style-type: none"> Assess/review all exemptions possible under the Protocol pertaining to professional bodies and other economic actors in the region and develop guidelines thereto; Ensure compliance by enterprises to the letter and spirit of the law and provide guidance to business on matters of compliance under the Competition Protocol and assist firms or other persons to draft competition compliance programs; Keep an update on all key developments or best practices at regional and international levels in competition law and recommend appropriate policy and legal review; Draft legal documents and general notices for publication; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Program Officer - Competition (P2)	<ul style="list-style-type: none"> Undertake research and diagnostics of sector or industry-level market competition constraints, through competition rapid assessment tools and standard competition indicators and the application of quantitative and qualitative analytical tools to evaluate competition issues on the continent; Maintain a comprehensive database of each State Party's competition policies, including that of Customs Unions; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations,</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Develop good working relations and partnerships with relevant organisations • Assist the Committee on Competition Policies to ensure its smooth functioning • Develop project work plan, proper documentation and reporting of all activities including any other relevant issues related to the work of Competition Policy; • Assist in the development of quarterly work plans and programmes of the Division; • Assist in the development of indicators for the monitoring and evaluation of the work programme on Competition Policy; • Serve as focal point for the monitoring and evaluation of the Division's work programme; • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on Competition Policy, and other capacity building workshops'; • Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	international business, international law, political science or relevant disciplines	nt areas, experience in supervisory will be an added advantage
Junior Program Officer - Competition (P1)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties, non-State Parties and Customs Unions on Competition Policies; • Liaise with other relevant Divisions, including the Directorate of Legal in updating State Parties, non-State Parties and Customs Union's competition policy measures; 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on Competition Policy, and other capacity building workshops’; Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; Assist in Scheduling meetings of the Division, including the preparation of memos and budget; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
DIRECTORATE OF CUSTOMS			
Director (D1)	<ul style="list-style-type: none"> Develop Strategic Framework, Standard Operation Procedure that enhance trade facilitation and enforcement for Customs Cooperation Engage with State Parties, stakeholders and partners on custom matters and the implementation of trade facilitation measures Coordinate State Parties towards building efficient customs procedures, trade facilitation and transit systems Liaise with relevant national bodies on Custom cooperation and mutual administrative assistance Spearhead the establishment of modern data processing system to facilitate effective and efficient custom operation and transmission of trade data Lead the role of Secretariat for Sub-Committee on Trade Facilitation, customs cooperation and Transit and other relevant meetings on Customs 	University Master’s degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	Minimum of 15-years working experience in a profession related to trade in services, regulation of foreign investment; trade law; international negotiations; intellectual property rights;; cross-border business transactions; and/or transnational corporate law and practice. This experience should include at least 7-years work at managerial level position;direct

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Monitor and report on the implementation of the AfCFTA Agreement on Customs Lead activities related to the establishment of a continental Customs Union Determine and execute Directorate strategy and align to the AfCFTA overall Strategy 		
Secretary (Bilingual) (GSA5)	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies with 3 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization, or international non-governmental organizations.</p> <ul style="list-style-type: none"> Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are required to have a minimum of 2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations. 	<p>3 years or 2 years</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p> <ul style="list-style-type: none">
Senior Record Assistant GSA3	<ul style="list-style-type: none"> Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee 	<ul style="list-style-type: none"> A minimum of Diploma in Office Management/Administration 	3 years relevant work experience in Registry/Records

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Scan and digitize in-coming mail and records • Sort, organize, maintain, store and retrieve office records accurately • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 	<p>or Records Management from a recognized institution</p> <ul style="list-style-type: none"> • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	<p>Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p> <ul style="list-style-type: none"> 	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p> <ul style="list-style-type: none">
Administrative Assistant – Division GSA 5	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>implementation and monitoring of budgets and activities</p> <ul style="list-style-type: none"> • Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	field from a recognized educational institution	
CUSTOMS ENFORCEMENT DIVISION			
Head of Division – Customs Enforcement (P5)	<ul style="list-style-type: none"> • Engage on implementation of existing custom cooperation mechanisms amongst law enforcement agencies and between law enforcement and private sector • Provide assistance to State Parties to understand their rights, implement their obligations and improve their capacity to draw on the benefits of the AfCFTA • Collaborate with State Parties and oversee the development of State customs control equipment to carry out better and more effective controls • Address obstacles to custom cooperation that may require further legislative measures and assess the impact of such measures • Monitor and report on the implementation of the AfCFTA Agreement on Customs enforcement 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>
Principal Officer - (Customs) (P4)	<ul style="list-style-type: none"> • Support Custom enforcement by creating a follow up mechanism for implementation of adopted custom tariff and statistic nomenclatures • Provide information to ensure a collaborative processing, sharing and exchange of information and better risk assessment for customs authorities 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Identify possible gaps and shortcomings of custom enforcement and judicial cross-border cooperation Establish methodologies that ensure Custom effectiveness, efficiency, relevance and coherence 	OR Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>(three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>
Senior Programme Officer - Customs(P3)	<ul style="list-style-type: none"> Monitoring progress of implementation and the outreach program and proposing corrective measures wherever necessary based on feedback received through the outreach program Provide technical leadership that support custom cooperation mechanisms Prepare concept notes, annual work plans on issues related to Custom enforcement Oversight and implement projects with Regional Economic Communities, State Parties and private Sector to guarantee Custom enforcement Participate in meetings, seminars to enhance effective Customs enforcement Monitor the implementation of Annex 3 of the AfCFTA Agreement at national level 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant discipline</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>
Programme Officer- Customs (P2)	<ul style="list-style-type: none"> Develop and/or finalize project work plan, proper documentation and reporting of all activities 	University Master's degree in international trade, development economics, international relations, international business,	Seven (7) years of relevant work experience out of which

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>including any other relevant issues during execution of activities</p> <ul style="list-style-type: none"> Assist in the development of a plan for project related monitoring and evaluation and baseline data required for impact evaluation Support and regularly monitor, evaluate, and report on implementation of standards and programmes Ensure secretarial services are provided to concerned State Parties, partners, relevant Stakeholders and maintain regular communications Coordinate with team members including administration and finance, in planning and execution of activities Participate in different meetings, trainings, workshop and seminars as required for the organization of projects/meetings Prepare timely updates, and regular progress reports (project status & activity report, and other reports) 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>
Junior Program Officer – Customs (P1)	<ul style="list-style-type: none"> Communicate with line manager and central team members about the progress of activities. Identify lessons learned and develop case studies that capture qualitative output to projects Participate in different meetings, trainings, workshop and seminars as required for the organization Work closely in coordination Program Officer and Finance Officer and provide timely report and update about the project's events and progress Perform any other duties as required 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines
TRANSIT AND TRADE FACILITATION DIVISION			

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Head of Division - Transit and Trade Facilitation (P5)	<ul style="list-style-type: none"> Engage with State Parties in the simplification and harmonization of international trade procedures Design and implementation of specific trade facilitation instruments for small-scale cross-border traders at selected border areas Harmonize valuation system and practices of customs based on the principles of non-discrimination, transparency and uniform application of Article VII of the GATT Valuation for customs Lead the development of national transit and trade facilitation Standard Operating Procedure, Handbook and guidelines 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <ul style="list-style-type: none"> Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.
Principal Program Officer –Trade Facilitation (P4)	<ul style="list-style-type: none"> Develop frameworks and policy documents, project document on Trade Facilitation Contribute to the legislative changes required to support implementation of the transit and trade facilitation Disseminate international best practices of formalities, procedures, documentation and related matters of the various requirements under Annex 3 of the AfCFTA Agreement to stakeholders Coordination and integration of the Trade Facilitation plan with the Regional Economic Communities and at state level Monitor the work of national steering committee and other bodies. 	<p>Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <p>Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
			level and in a supervisory role respectively.
Programme Officer - Transit and Trade Facilitation (P2)	<ul style="list-style-type: none"> Develop and/or finalize project work plan, proper documentation and reporting of all activities including any other relevant issues during execution of activities Assist in the development of a plan for project related monitoring and evaluation and baseline data required for impact evaluation Support and regularly monitor, evaluate, and report on implementation of standards and programmes Ensure secretarial services are provided to concerned State Parties, partners, relevant Stakeholders and maintain regular communications Coordinate with team members including administration and finance, in planning and execution of activities Participate in different meetings, trainings, workshop and seminars as required for the organization of projects/meetings Prepare timely updates, and regular progress reports (project status & activity report, and other reports) 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <ul style="list-style-type: none"> two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage
Junior Program Officer- Transit and Trade Facilitation (P1)	<ul style="list-style-type: none"> Communicate with line manager and central team members about the progress of activities. Identify lessons learned and develop case studies that capture qualitative output to projects Participate in different meetings, trainings, workshop and seminars as required for the organization 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Work closely in coordination Program Officer and Finance Officer and provide timely report and update about the project's events and progress Perform any other duties as required 		business, international law, political science or relevant disciplines
CUSTOM CAPACITY BUILDING AND TRAINING DIVISION			
Head of Division - Customs Capacity Building (P5)	<ul style="list-style-type: none"> Engage with State Parties on strategies and priorities in the areas of capacity building, training and technical assistance Collaborate with stakeholders to ensure effectiveness of Customs through capacity-building-related tools, instruments and initiatives Oversee the capacity building activities on customs and to review these on a regular basis, including dissemination of best practice in customs Devise public-private partnership to strengthen the capacity of Customs of State Parties 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>
Senior Programme Officer (P3)	<ul style="list-style-type: none"> Monitoring progress of implementation and the outreach program and proposing corrective measures wherever necessary based on feedback received through the outreach program Identify core indicators of progress or success towards capacity building framework for timely provision of capacity support on Customs Oversee cross-cutting capacity building issues and to ensure that these, as well as capacity building activities in general, are implemented Facilitate project-related discussions with public & private sector stakeholders 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Programme Officer (P2)	<ul style="list-style-type: none"> Develop and/or finalize project work plan, proper documentation and reporting of all activities including any other relevant issues during execution of activities Assist in the development of a plan for project related monitoring and evaluation and baseline data required for impact evaluation Support and regularly monitor, evaluate, and report on implementation of standards and programmes Ensure secretarial services are provided to concerned State Parties, partners, relevant Stakeholders and maintain regular communications Coordinate with team members including administration and finance, in planning and execution of activities Participate in different meetings, trainings, workshop and seminars as required for the organization of projects/meetings Prepare timely updates, and regular progress reports (project status & activity report, and other reports) 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior Program Officer (P1)	<ul style="list-style-type: none"> Communicate with line manager and central team members about the progress of activities. Identify lessons learned and develop case studies that capture qualitative output to projects Participate in different meetings, trainings, workshop and seminars as required for the organization Work closely in coordination Program Officer and Finance Officer and provide timely report and update about the project's events and progress 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	<p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Perform any other duties as required 		
DIRECTORATE OF TRADE IN SERVICES, INVESTMENT, INTELLECTUAL PROPERTY RIGHTS, AND DIGITAL TRADE			
Director [D1]	<ul style="list-style-type: none"> Supervise work of the Secretariat in the negotiations of the Protocols on Investment, IPR and Digital Trade; Oversee the work of the State Parties in implementing the Protocols on Trade in Services, Investment, IPR and Digital Trade, including their subsidiary instruments; - Lead the State Parties in enhancing cooperation in the areas of Trade in Services, Investment, IPR and Digital Trade, Act as a secretariat to the Committee on Trade in Services and its subsidiary bodies, to ensure their smooth functioning; - Provide high quality factual reports, technical advisory notes and other relevant information notes to enable the smooth functioning of the Committees on Trade in Services, Investment, IPR and Digital Trade - Oversee the development of formats and working procedures for receipt of notifications on Trade in Services, Investment, IPR and Digital Trade and their circulation to State Parties; - Lead technical assistance and capacity building initiatives to enable State Parties to implement the Protocols on Trade in Services, Investment, IPR and Digital Trade, including their subsidiary instruments; - Oversee the design and maintenance of a comprehensive database of each State Party's Schedule of Specific Commitments; Conduct research and assist other directorates of the Secretariat on all matters related to the 	University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines.	Minimum of 15-years working experience in a profession related experience which should include at least 7-years work at managerial level position;direct

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Protocols on Trade in Services, Investment, Goods and Competition whenever expertise on these topics is required, for instance in the context of dispute settlement cases and of technical assistance activities;</p> <ul style="list-style-type: none"> - Lead collaboration and develop good working relations and partnerships with relevant organisations Carry out any other tasks, as may be assigned by the Secretary-General as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 		
Secretary (Bilingual) (GSA5)	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies with 3 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization, or international non-governmental organizations.</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are required to have a minimum of 2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international</p>	<p>3 years or 2 years</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
		non-governmental organizations.	
Senior Record Assistant GSA3	<p>Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee</p> <p>Scan and digitize in-coming mail and records</p> <p>Sort, organize, maintain, store and retrieve office records accurately</p> <p>Create and ensure appropriate records electronically classification</p> <p>Ensure records categorization according to the File Plan</p> <p>File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody</p> <p>Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing</p> <p>Create new folders and files and disposal of old files in accordance with the established retention schedule</p> <p>Keep records safe and secure in a proper place</p> <p>Maintain archives, ensure that files are properly stored and accessible</p> <p>Maintain a log of all outgoing files to ensure documents are returned in time</p> <p>Service departmental meetings and ensure distribution of working documents to meeting participants.</p> <p>Ensure confidentiality and non-disclosure of records</p> <p>Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy</p>	<p>A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution</p> <p>Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required</p>	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Provide answers to queries by searching and retrieval of records Maintain records system of files movements within the office		
Administrative Assistant (GSA5) (2)	Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively	Diploma in Business Management, Business Administration or any related field from a recognized educational institution Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution	3 years of relevant work experience in administrative and/or secretarial work. 2 years of relevant work experience in administrative and/or secretarial work.
Administrative Assistant – Division GSA 5	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, 	Diploma in Business Management, Business Administration or any related field from a recognized educational institution Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related	3 years of relevant work experience in administrative and/or secretarial work. 2 years of relevant work experience in administrative and/or secretarial work.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>implementation and monitoring of budgets and activities</p> <ul style="list-style-type: none"> • Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	field from a recognized educational institution	
TRADE IN SERVICES DIVISION			
Head of Division – Trade in Services [P5]	<ul style="list-style-type: none"> • Set the vision for the Trade in Services Division and define and lead its overall strategy • Coordinate the implementation of the Trade in Services agenda under the AfCFTA, including organising and participating in meetings of the Committee on Trade in Services and its subsidiary bodies; • Coordinate the initiation and formulation of policies, programmes and projects aimed at promoting Services Trade as well as market integration among State Parties; • Coordinate and supervise the preparation of technical reports and research papers on current global issues affecting trade in services under the AfCFTA, in particular, working closely with State Parties, RECs and other key partner institutions; • Lead the formulation and management of key policies and programmes on trade in services and those aimed at enhancing continental and regional integration in line with the AfCFTA and AU Agenda 2063, in close collaboration with State Parties and RECs; 	Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Coordinate the identification of new and emerging trade in services issues, regarding State Parties, RECs, WTO, as well as other key stakeholders; • Initiate and lead the preparation and dissemination of AfCFTA Flagship publications and policy papers on trade in services; • Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the Division level; • Supervise staff of the Division in the production of technical reports in areas related to trade in services; • Supervise all trade in services studies and analysis on regional integration and trade in services matters; • Coordinate the preparation of speeches and regular briefs for senior staff and make presentations on trade in services issues for specialist or non-specialist audiences; • Provide policy advice, strong intellectual guidance and direction on issues of services transformation and development; • Develop trade in services strategies for integrating the continent into global value chains and developing regional value and supply chains in the continent; • Oversee the progress of implementation of activities of the Division; and • Carry out any other tasks, as may be assigned by the Director as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Principal Trade in Services Officer - Specific Commitments (P4)	<ul style="list-style-type: none"> Assist the Head of Division in the preparation of the Annual Action Plan and its corresponding resources for the Division about developing offers and scheduling commitments. Support capacity building for State Parties on all technical and legal aspects pertaining to the development of offers and subsequent commitments; Assist the Sub-Committee of Specific Commitments to ensure its smooth functioning; Formulate and manage technical assistance programs in support Trade in Services issues with regard to scheduling Commitments and develop offers; Assist in the negotiation and implementation of the AfCFTA Protocol on Trade in Services related to specific commitments; Prepare progress reports on trade in services specific commitments for the Division's contribution to the Secretary-General's annual report; Develop training materials and deliver technical assistance and training activities on Trade in Services issues with developing offers and subsequent commitments; Formulate advice and recommendations for State Parties and Non-State Parties on scheduling commitments issues Assist the Subcommittee on Specific Commitment in: <ul style="list-style-type: none"> a. The assessment and monitoring of progress on market-access and national treatment commitments undertaken by each State Party and 	<p>Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <p>Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>ensure that they are consistent with the relevant requirements of the Protocol on Trade in Services.</p> <ul style="list-style-type: none"> b. Carry out analysis to evaluate the compliance of the Schedule of Commitments of State Parties to the requirements of Article 22 of the Protocol on Trade in Services; c. Establish a mechanism for the removal of restrictions on trade in services under the AfCFTA Protocol on Trade in Services; d. Monitor the removal of State Parties' non-conforming measures and barriers to trade in services in their Schedules of Specific Commitments; e. Ensure that compensatory adjustments offered by State Parties in the course of the proposed modifications of their Schedules of Specific Commitment are made on a most-favoured-nation basis; f. Carry out consultations on the ongoing processes at national and regional levels of adoption of new, or significant modification of existing, measures by State Parties; g. Propose activities for technical assistance and capacity building to support the negotiations on trade in services and implementation of the Schedules of Specific Commitments of State Parties; 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> h. Prepare annual reports on the status of the Schedules of Specific Commitments by State Parties to facilitate the negotiation of additional Commitments and the implementation, monitoring and evaluation of existing Commitments; and i. Carry out such other functions as may be assigned to it by the Committee on Trade in Services to facilitate the implementation of schedules of specific commitments in accordance with the Protocol on Trade in Services and further its objectives. • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary 		
Principal Trade in Services Officer - Regulatory Frameworks (P4)	<ul style="list-style-type: none"> • Assist the Head of Division in the preparation of the Annual Action Plan and its corresponding resources for the Division with regard to developing regulatory frameworks; • Support capacity building for State Parties on all technical and legal aspects pertaining to the development of regulatory frameworks; • Assist the Sub-Committee on regulatory frameworks to ensure its smooth functioning; • Assist in the negotiation and implementation of the AfCFTA Protocol on Trade in Services related to regulatory framework; • Formulate and manage technical assistance programs in support Trade in Services issues with regard to developing regulatory frameworks; 	<p>Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <p>Bachelor's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare progress reports on regulatory frameworks issues for the Division's contribution to the Secretary-General's annual report; • Develop training materials and deliver technical assistance and training activities on Trade in Services issues related to developing regulatory frameworks; • Formulate advice and recommendations for State Parties and Non-State Parties on developing regulatory frameworks • Assist the Subcommittee on Regulatory framework in: <ol style="list-style-type: none"> a. developing a framework document for regulatory cooperation containing guiding principles for the development of regulatory frameworks and sectoral disciplines; b. developing sector specific obligations through regulatory frameworks and sectoral disciplines for each of the sectors, as necessary, taking into account best practices and acquis from the RECs, as well as the negotiated agreement on sectors for regulatory cooperation; c. Propose to the Committee on Trade in Services the prioritization of the sectors or sub-sectors for the development of regulatory frameworks; d. Develop its work programme in line with the overall work programme of the Committee on Trade in Services; e. Facilitate the operationalization of the AfCFTA Protocol on Trade in Services in 		<p>which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>general, and regulatory frameworks and sectoral disciplines, in particular;</p> <ul style="list-style-type: none"> f. Develop a mechanism to assess State Parties' implementation of regulatory frameworks and sectoral disciplines in those sectors in which State Parties have undertaken specific commitments under the AfCFTA Protocol on Trade in Services; g. undertaken specific commitments under the AfCFTA Protocol on Trade in Services; h. Propose activities for the technical assistance and capacity building effort to support the negotiations and implementation of regulatory frameworks and sectoral disciplines; i. In collaboration with the sub-committee on Specific Commitments, monitor the removal of State Parties' non-conforming measures and barriers to trade in services; j. Collaborate and cooperate with other relevant sub-Committees of the Secretariat and/or AU organs dealing with overlapping issues; k. Prepare annual reports for State Parties to facilitate the process of negotiations, implementation, monitoring and evaluation in the area of regulatory frameworks; and l. Carry out such other functions as may be assigned to it by the Committee on Trade in Services in accordance with the Protocol on Trade in Services and further its objectives. 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary 		
Senior Trade in Services Officer - (P3) x(2)	<ul style="list-style-type: none"> Assist the Subcommittee on Mutual Recognition for Professional Qualification (SCMRPQ) to ensure its smooth functioning; Monitor the compliance by State and non-State Parties to the common continental standards and criteria for Recognition of Professional Qualifications ; Keep an update on all key developments or best practices at regional and international levels regarding Recognition of Professional Qualifications; Draft technical notes , ToRs and policy briefs addressing Recognition of Professional Qualifications in the Protocol on Trade in Services and general notices for publication; Prepare progress reports on Mutual Recognition of Professional Qualifications for the Division's contribution to the Secretary-General's annual report; Assist in the negotiation and implementation of the AfCFTA Protocol on Trade in Services related to Mutual Recognition of Professional Qualifications ; Provide technical assistance and guidance to State and non-State Parties on Recognition of Professional Qualifications under the Trade in Services Protocol ; Assist the Subcommittee on Mutual Recognition for Professional Qualification in: 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> a. Collect, Monitor and share the notifications by State Parties, through the Secretariat, of existing domestic regulations, bilateral or regional agreements on Mutual Recognition of Professional Qualifications; b. Monitor the follow up of negotiations of agreement or arrangement on Mutual Recognition of Professional Qualifications by a State Party or between State Parties ; c. Consider the notifications submitted by States Parties through the Secretariat with respect to new recognition measures or significant modification of existing ones; d. facilitate work on Mutual Recognition through discussions wherever appropriate on the establishment and adoption of common continental standards and criteria for Recognition of Professional Qualifications and common continental standards ; e. Propose to the Committee on Trade in Services the prioritization of professions for the development of mutual recognition agreements in line with the Protocol on Trade in Services ; f. Collaborate and cooperate with other relevant sub-Committees of the AfCFTA Protocol on Trade in Services, relevant intergovernmental and non-governmental organisations, 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>dealing with Mutual Recognition of Professional Qualifications;</p> <p>g. Propose activities for the technical assistance and capacity building efforts to support the negotiations and implementation of Mutual Recognition of Professional Qualifications provisions of the Protocol on Trade in Services;</p> <p>h. Prepare annual reports on the status of Mutual Recognition of Professional Qualifications issues for State Parties to facilitate the negotiations, implementation, monitoring and evaluation of existing Mutual Recognition agreement, criteria, and standards under the Protocol on Trade in Services; and</p> <p>i. Carry out such other functions as may be assigned to it by the Committee on Trade in Services to facilitate the implementation of Mutual Recognition of Professional Qualifications provisions in accordance with the Protocol on Trade in Services and further its objectives.</p> <ul style="list-style-type: none"> • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary 		
Senior Trade in Services Officer – TIS Rules (P3)	<ul style="list-style-type: none"> • Assist the Subcommittee on Trade in Services Rules to ensure its smooth functioning; • Assist in developing, interpreting and implementing of the Protocol on Trade in 	University Master's degree in international trade, development economics, international relations, international business,	Seven (7) years of relevant work experience out of which 3 years at supervisory level.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Services rules and principles as well as subsequent;</p> <ul style="list-style-type: none"> • Ensure compliance by State and non-State Parties to the letter and spirit of the Rules and Principle of the Protocol on Trade in Services • Provide technical assistance and guidance to State and non-State Parties on matters of compliance under the Trade in Services Protocol and assist them to draft competition compliance programmes; • Keep an update on all key developments or best practices at regional and international levels in Trade in Services and recommend appropriate policy and legal review; • Assist in the negotiation and implementation of the AfCFTA Protocol on Trade in Services related to Trade in Services Rules; • Prepare progress reports on trade in services rules for the Division's contribution to the Secretary-General's annual report; • Draft legal documents addressing Rules in the Protocol on Trade in Services and general notices for publication • Assist the Subcommittee on Trade in Services Rules in: <ul style="list-style-type: none"> a. Assessing and monitoring of the interpretation and implementation by State Parties of the provisions of the Protocol on Trade in Services; b. Review compliance by State Parties of the provisions of the Protocol on Trade in Services; c. Carry out analysis on the relationship between the specific provisions of the 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none"> •

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Protocol on Trade in Services to provide clarity on their implementation by State Parties and to ensure that the objectives of the Protocol are attained;</p> <ul style="list-style-type: none"> d. Develop procedures to be established pursuant to periodic consultations relating to the use by State Parties of the safeguard restrictions ; e. Develop mechanisms for the oversight, information exchange and review of any subsidies used by State Parties in relation to their development programmes; f. Oversee the implementation of technical work to ensure clarity, certainty, and coherence in the interpretation and implementation by State Parties of the provisions of the Protocol; g. Develop proposals for the procedures for any submissions by State Parties of amendments to the Protocol on Trade in Services ; h. Propose activities for technical assistance and capacity building to support further negotiations on trade in services and implementation of the Protocol on Trade in Services; i. Collaborate and cooperate with other relevant sub-Committees dealing with services issues; j. Prepare annual reports on the status of the implementation, monitoring and 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>evaluation of rights and obligations of State Parties under the Protocol on Trade in Services; and</p> <p>k. Carry out such other functions as may be assigned to it by the Committee on Trade in Services to facilitate the implementation of the Protocol on Trade in Services and further its objectives.</p> <ul style="list-style-type: none"> Carry out any other tasks, as may be assigned by the Head of Division as may become necessary 		
Trade in Services Officer (P2) x2	<ul style="list-style-type: none"> Assist the Head of Division in the preparation of the Annual Action Plan and its corresponding resources for the Division with regard to Trade in Services related issues; Assist with Trade in Services related issues, acting as a liaison with the other relevant divisions & assisting the Head of Division Assist in the development of quarterly work plans and programmes of the Division; Assist in the development of indicators for the monitoring and evaluation of the work programme on trade in services related issues; Liaise with the other relevant divisions of the Directorate and Develop good working relations and partnerships with relevant organisations Develop project work plan, proper documentation and reporting of all activities on trade in services related issues related to the work of the Committee on Trade in Services ; Assist in the development of indicators for the monitoring and evaluation of the work 	<p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>programme of the Sub-Committee on Trade in Services related issues ;</p> <ul style="list-style-type: none"> • Prepare progress reports on trade in services related issues for the Division's contribution to the Secretary-General's annual report; • Serve as focal point for the monitoring and evaluation of the Division's work programme; • Participate in meetings of the Sub-Committee on Trade in Services related issues and other related capacity building workshops; • Assist the Subcommittee on Trade in Services related Issues in: <ol style="list-style-type: none"> a. Carrying out analysis of the relations between trade in services and a set of related issues of interest to evaluate the interactions, and their implications on the negotiations on one hand, and on the implementation of the Protocol on Trade in Services and its annexes on the other hand; b. Ensuring follow up on negotiations of the Phase II AfCFTA Protocols, regional, continental, or international agreements or arrangements that impact the negotiations or the implementation of the AfCFTA Protocol on Trade in Services and its annexes; c. Development of technical notes and studies on major trade in services related issues which can inform or structure the negotiations or the implementation of the AfCFTA Protocol on Trade in Services; 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> d. Peer review technical meetings, workshops, or conferences on Trade in Services related issues in collaboration with institutions or bodies in charge with those issues; e. Ensure the follow up of work on major issues related to Trade in Services to inform the work of the Committee on Trade in Services as well as its Sub-Committees according to their areas of competence; f. Collaborate and cooperate with other relevant sub-Committees dealing with overlapping issues; g. Prepare annual reports on the status of the implementation, monitoring and evaluation of rights and obligations of State Parties under the Protocol on Trade in Services; and h. Carry out such other functions as may be assigned to it by the Committee on Trade in Services to facilitate the implementation of the Protocol on Trade in Services and further its objectives. <ul style="list-style-type: none"> • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate 		
Trade in Services Officer - SCSC(P2)	<ul style="list-style-type: none"> • Assist the Sub-Committee on Specific Commitment (SCSC) in the development of quarterly work plans and programmes of the Sub-Committee; 	University Bachelors degree in international trade, development economics, international relations, international business,	five (5) years of work experience in the relevant areas, experience in

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in the development of indicators for the monitoring and evaluation of the work programme of the Sub-Committee on specific commitments ; Assist in the review of offers and commitments submitted by State and non-State Parties ; Develop project work plan, proper documentation and reporting of all activities of the Sub-Committee of Specific Commitments; Assist in the development of quantitative and qualitative analytical tools to evaluate the implementation of commitments by State and non-State Parties; Assist in the development of quarterly work plans and programmes of the Sub-Committee on Specific Commitment; Participate in meetings of Sub-Committee of Specific Commitments and related capacity building workshops; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including assisting the Bureau of the Sub-Committee of Specific Commitments 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior Officer (P1) - SCRF	<ul style="list-style-type: none"> Develop a database of the focal points of State Parties, non-State Parties on Trade in Services; Assist the Principal Trade in Services Officer dealing with the Regulatory Frameworks as well as the Sub-Committee on Regulatory Framework (SCRF); Assist in the development of indicators for the monitoring and evaluation of the work programme of the Sub-Committee on regulatory framework; 	<p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>2 years of relevant experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist the Sub-Committee on Regulatory Framework in the Monitoring, evaluation and reviewing of regulatory frameworks instruments and tools ; Participate in meetings of the Sub-committee on Regulatory Frameworks and other subsequent capacity building workshops’; Develop mechanisms for evaluating the impact of meetings and Regulatory Frameworks in Trade in services capacity workshops; Assist in scheduling meetings of the on regulatory frameworks, including the preparation of memos and budget, and notes taking in the respective meetings; Carry out any other tasks, as may be assigned by the Principal Trade in Services Officer dealing with the Regulatory Frameworks as may become necessary. 		
Junior Officer (P1) X (2) - SCMRPQ & Rules	<ul style="list-style-type: none"> Develop a database of the focal points of State Parties, non-State Parties on Trade in Services; Assist the Principal Trade in Services Officers dealing respectively with Mutual Recognition of Professional Qualifications and Trade in Services Rules; Assist in the development of indicators for the monitoring and evaluation of the work programme of the Sub-Committees on Mutual Recognition of Professional Qualifications and Trade in Services Rules; Assist in the review of offers and commitments submitted by State and non-State Parties; Participate in meetings of the Sub-committee on the Sub-Committees on Mutual Recognition of Professional Qualifications and Trade in Services 	University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	2 years of relevant experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Rules and other subsequent capacity building workshops’;</p> <ul style="list-style-type: none"> • Develop mechanisms for evaluating the impact of meetings and Mutual Recognition of Professional Qualifications and Trade in Services Rules in Trade in services capacity workshops; • Assist in Scheduling meetings of the Sub-Committees on Mutual Recognition of Professional Qualifications and Trade in Services Rules, including the preparation of memos and budget, and notes taking in the respective meetings; <p>Carry out any other tasks, as may be assigned by the Principal Trade in Services Officers dealing respectively with Mutual Recognition of Professional Qualifications and Trade in Services Rules as may become necessary</p>		
INVESTMENT DIVISION			
Head of Investment Division [P5]	<ul style="list-style-type: none"> • Provide overall lead support to State Parties and non-State parties toward the negotiation and implementation of the Protocol on Investment • Assist State Parties in implementing the Protocol on Investment, including its subsidiary instruments; • Act as a secretariat to the Committee on Investment and its subsidiary bodies, to ensure the effective functioning of these subcommittees; • Prepare factual reports, technical advisory notes and other relevant information notes to enable the smooth functioning of the Committee on Investment and its subsidiary bodies; • Provide technical assistance and capacity building programmes to enable state parties to 	Master’s in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	A minimum of twelve (12) years of relevant work experience in the area of trade policy at regional or multilateral level of which seven (7) years must be at managerial level;

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>implement the Protocol on Investment, including its subsidiary instruments;</p> <ul style="list-style-type: none"> • Prepare and/or coordinate analytical studies and background papers aimed at facilitating the negotiation and implementation of the Protocol on investment; • Provision of appropriate technical and other investment treaty -related advice to State parties and Non- State Parties participating in technical meetings; • Coordinate and lead planning, organisation and servicing of related AfCFTA Secretariat events and meetings, and ensure the timely production and dissemination of reports of technical meetings; • Liaise with the relevant counterparts in the State Parties and non-State parties, RECs and other international organisations, responsible for investment; • Facilitate policy dialogue on investment law and policy amongst key stakeholders at national regional and continental level; • Identify and provide technical support to AfCFTA Secretariat and State Parties and non-State parties on international discussions that may have an implication/impact on the investment protocol; including and not limited to UNCITRAL, UNCTAD, WTO, ICSID etc. • Set the vision for the Investment Division and define and lead its overall strategy; • Ensure the appropriate risk management and mitigation strategies for the division; 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Contribute to the development of the Directorate business continuity plan and ensure the implementation at the division level; • Supervise staff of the division with regard to organization and performance evaluation; • Lead the design of strategies and policies consistent with the Directorate's goals • Lead the development and implantation of a Monitoring and Evaluation strategy within the division in order to ensure achievement of goals and mitigation to address the pertinent issues in the relevant areas; • Preparation of the Annual Action Plan and its corresponding resources for the Division; • Lead qualitative and quantitative analysis on the relevant policy and external developments in the general investment policy space • Represent the AfCFTA Secretariat conferences and events when requested; • Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the division level; • Engage stakeholders within the Members States and RECs in designing and implementing the required strategies; • Invest in strategic partnerships and relationships to support investment promotion, facilitation and policy work; • Liaise closely with respective Divisions on various related work streams • Carry out any other tasks, as may be assigned by the Director as may become necessary, including working on various issues to enhance 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	links between the Division and other Divisions in the Directorate.		
Principal Investment Officer [P4]	<ul style="list-style-type: none"> Assist in the negotiation and implementation of the Protocol on Investment under the AfCFTA; Assist in preparation of reports, technical advisory notes and other relevant information notes to support negotiation and implementation of the Protocol on Investment; Support in provision of technical assistance and capacity building to state parties to facilitate negotiation and implementation of the Protocol on Investment, including its subsidiary instruments; Undertake industry specific analytical studies, and background papers aimed at facilitating the implementation of the Protocol on investment; Facilitate planning, organisation and servicing of related AfCFTA Secretariat events and meetings, and ensure the timely production and dissemination of reports of technical meetings; Coordinate the setting up and running of an Advisory Centre under the Investment Division to deliver the activities dealing with information dissemination, technical assistance and capacity building conducive to effective implementation of this Protocol. Liaise with the relevant counterparts in the State Parties and non-State parties, RECs and other international organisations, responsible for investment; Facilitate policy dialogue initiatives on investment amongst key stakeholders at national regional and continental level; 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Support the AfCFTA Secretariat and State Parties and non-State parties on international discussions that may have an implication/impact on the investment protocol; including and not limited to UNCITRAL, UNCTAD, WTO, ICSID etc. • Develop the division's business continuity plan and support the implementation at the division level; • Contribute to the design of strategies and policies consistent with the Directorate's goals • Support the development and implantation of a Monitoring and Evaluation strategy within the division in order to ensure achievement of goals and mitigation to address the pertinent issues in the relevant areas; • Contribute to the preparation of the Annual Action Plan and its corresponding resources for the Division; • Represent the AfCFTA Secretariat conferences and events when requested; • Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the division level; • Support stakeholder engagements within the State Parties and Non-State Parties and RECs in designing and implementing the required strategies; • Contribute to development of documentation and provision of inputs needed for implementation of the Division activities; • Support programmes that implement measures, in support of the domestic efforts of State Parties, with a view to, among others: 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> ○ strengthening their capacity in investment facilitation and promotion of the technical, managerial and financial capacities of their investors; ○ improving the ability of investment promotion agencies to gather and analyse information on investment flows; ○ improving the ability of investors to meet investment regulations and standards at international, continental, regional and national levels; ○ supporting the collection and management of statistical data on investment; ○ supporting the negotiation of investment agreements in compliance with the Protocol on Investment; ○ facilitating interaction and dialogue among investors with a view to promotion of information sharing with respect to investment opportunities, peer learning and sharing of best practices; ○ addressing quality and standards needs in investment under the Protocol on Investment with a view to supporting the development and adoption of continental standards; and ○ developing and implementing regulatory regimes for investment at continental, regional and national levels. ● Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	issues to enhance links between the Division and other Divisions in the Directorate.		
Senior Investment Programme Officer – Capacity Building [P3]	<ul style="list-style-type: none"> • Support the negotiation and implementation of Investment Protocol • Develop and manage a capacity building and technical assistance plan/program for the AfCFTA negotiations, including managing the different partners, offers and requests for technical assistance or capacity building related to the AfCFTA negotiations; • Prepare relevant documents for use with respect to technical assistance and capacity building concept engagements to state parties and non-state parties to facilitate negotiation and implementation of the Protocol on Investment • Support the planning and servicing of related AfCFTA Secretariat events and meetings, and ensure the timely production and dissemination of reports of technical meetings; • Produce the required inputs on issues relating to the Protocol on Investment negotiations and implementation; • Develop, discuss and monitor policy guidelines and facilitation of implementation of the Protocol on Investment. • Monitor the implementation of the investment protocol at level of State Parties and non-State Parties; • Monitor and collate all relevant measures by State Parties and non-State Parties which pertain to or affect the implementation of the Protocol on Investment. • Facilitate policy dialogue on investment policy amongst stakeholders. 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Support in undertaking analysis and review of legislation framework, policy review and development of briefs and policy proposals on growing investments in the continent. Identify and prepare needs analysis to harmonize legislative and regulatory frameworks in the continent in line with the Protocol on Investment Prepare monthly and quarterly division reports Contribute to development of documentation and provision of inputs needed for implementation of the Division activities Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Senior Investment Programme Officer- Investment Promotion [P3]	<ul style="list-style-type: none"> Examine challenges facing investment attraction and growth in the continent and propose activities or initiatives to address them. Establish and operationalize a continental investment promotion and policy network which shall be responsible for coordination and consultation on relevant investment related initiatives. Coordinate the work of the division in relation to investment identification and promotion Liaise with Investment Promotion Agencies in supporting investment promotion, facilitation and development of value propositions in the continent Participate in conferences, meetings, and seminars to enhance the effective implementation of the protocol on Investment; 	<p>University Master's degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare concept notes, annual work plans on issues related to the Investment protocol • Undertake sensitization workshops on the Protocol on Investment identifying relevant proposals for review • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Investment Programme Officer [P2]	<ul style="list-style-type: none"> • Undertake research studies on policy issues affecting the business environment within the continent; • Support in the preparation of investment related regulatory and administrative recommendations for intervention/action; • Research on customized incentives to facilitate, attract and retain investors within the continent • Research and prepare input to background papers aimed at facilitating the implementation of the Protocol on investment; • Undertake technical analysis of the AfCFTA Investment Protocol negotiation and implementation process, ensuring as much as possible, guidance on achievement of sustainable impact of proposed provisions; • Gather and analyse information on investment flows and support the collection and management of statistical data on investment; • Produce the required periodic reports of the activities of the AfCFTA Secretariat concerning the investment protocol activities and ensure that agreed deadlines for these reports are strictly adhered to; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Support studies and advocacy programs on investment policy in Africa. Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Investment Programme Officer [P2]	<ul style="list-style-type: none"> Develop strategies to implement investment policy related recommendations proposed at regional and international levels; Collect and collate information from stakeholders in relation to existing policies and administrative procedures. Develop investment policy specific liaisons between the AfCFTA Secretariat and various private, public and international organizations. Develop a database of investment focal points of State Parties, non-State Parties; Develop funding strategies and project proposals to facilitate the Divisions programmes Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior Investment Programme Officer [P1]	<ul style="list-style-type: none"> Maintain and disseminate an up-to-date schedule of all current and future meetings of all levels of the AfCFTA negotiating organs relating to investment; Ensure the provision of supporting documentation for the meetings of the various levels of the negotiating organs and post-meeting minutes; 	Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Manage the provision of appropriate conference facilities and support services for meetings of the various levels of the negotiating organs regarding investment; • Participate in meetings of AfCFTA institutions, in particular investment related meetings and other capacity building workshops; • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; • Assist in Scheduling meetings of the Division, including the preparation of memos and budget; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
INTELLECTUAL PROPERTY DIVISION			
Head of Division- Intellectual Property Rights (P5)	<ul style="list-style-type: none"> • Set the vision for the IPRs Division and define and lead its overall strategy; • Ensure the appropriate risk management and mitigation strategies for the Division; • Supervise staff of the division with regard to organization and performance evaluation; • Lead the design of strategies and policies consistent with the Directorate's goals in order to address the pertinent issues in the relevant area; • Act as a secretariat to the Committee on IPRs and its subsidiary bodies, to ensure their effective functioning of these bodies; • Preparation of the Annual Action Plan and its corresponding resources for the Division; 	Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Represent the AfCFTA Secretariat and explain its position related to IPRs at conferences and events when requested; • Ensure the preparation of periodic financial and budget execution reports and monitors budget execution at the Division level; • Engage stakeholders within the Members States and RECs in designing and implementing the required strategies; and • Embark on strategic partnerships and relationships to drive growth; • Develop and lead all substantive works related to IPRs; • Carry out any other tasks, as may be assigned by the Director, as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Principal IPRs Officer (P4)- Industrial Property Rights	<ul style="list-style-type: none"> • Support capacity building for State Parties on all technical and legal aspects pertaining to IPRs in general and industrial property rights in particular; • Formulate and manage technical assistance programs in support of IPRs in general and industrial property rights in particular; • Formulate advice and recommendations for State Parties and Non-State Parties on industrial property rights; • Identify new or emerging development issues of potential concern to AfCFTA State Parties in the areas of industrial property rights and design and develop programs and policy advice to address them; 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Conduct research and analysis and prepare reports on industrial property rights issues; • Assist the Committee on IPRs to ensure its smooth functioning; • Provide information to delegates, colleagues, senior management and other intergovernmental organizations on substantive issues on industrial property rights; • Assist more senior colleagues in providing support for bodies serviced by the Division (committees, negotiating groups, etc.), as required; • Monitor the implementation of the commitments related to industrial property rights at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the IPRs obligations; • Prepare concept notes, reports and annual work plans on issues related to industrial property rights; • Develop training materials and deliver technical assistance and training activities on IPRs; • Participate in and provide support to the Division's outreach activities; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.
Principal IPRs Officer (P4)- Copyrights, Traditional Knowledge and Genetic Resources	<ul style="list-style-type: none"> • Support capacity building for State Parties on all technical and legal aspects pertaining to IPRs in general and copyrights, traditional knowledge and genetic resources in particular; 	Master's in international trade, development economics, international relations, international business,	10 (ten) years of relevant and progressively responsible experience out of which 6 (six)

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Formulate and manage technical assistance programs in support of IPRs in general and copyrights, traditional knowledge and genetic resources in particular; • Formulate advice and recommendations for State Parties and Non-State Parties on copyrights, traditional knowledge and genetic resources; • Identify new or emerging development issues of potential concern to AfCFTA State Parties in the areas of copyrights, traditional knowledge and genetic resources and design and develop programs and policy advice to address them; • Conduct research and analysis and prepare reports on copyrights, traditional knowledge and genetic resources; • Assist the Committee on IPRs to ensure its smooth functioning; • Provide information to delegates, colleagues, senior management and other intergovernmental organizations on substantive issues on copyrights, traditional knowledge and genetic resources; • Assist more senior colleagues in providing support for bodies serviced by the Division (committees, negotiating groups, etc.), as required; • Monitor the implementation of the commitments related to copyrights, traditional knowledge and genetic resources at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the IPRs obligations; 	<p>international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare concept notes, reports and annual work plans on issues related to copyrights, traditional knowledge and genetic resources; • Develop training materials and deliver technical assistance and training activities on copyrights, traditional knowledge and genetic resources; • Participate in and provide support to the Division's outreach activities; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Senior IPRs Officer-Industrial Property Rights (P3)	<ul style="list-style-type: none"> • Monitor the implementation of the commitments related to industrial property rights at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the IPRs obligations; • Prepare concept notes, reports and annual work plans on issues related to industrial property rights; • Participate in the sensitization workshops on IPRs; • Assist the Committee on IPRs to ensure its smooth functioning; • Contribute to the development of training materials on industrial property rights; • Develop expertise in technical subject matter related to industrial property rights; • Contribute the Division's outreach activities, as necessary; • Serve as the lead in the provision of technical assistance and capacity building initiatives to 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>enable State Parties to implement the industrial property rights related obligations;</p> <ul style="list-style-type: none"> • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
Senior IPRs Officer-Copyright (P3)	<ul style="list-style-type: none"> • Monitor the implementation of the commitments related to industrial property rights at level of State Parties and non-State Parties; • Participate in meetings, seminars to enhance the effective implementation of the IPRs obligations; • Prepare concept notes, reports and annual work plans on issues related to industrial property rights; • Participate in the sensitization workshops on IPRs; • Assist the Committee on IPRs to ensure its smooth functioning; • Contribute to the development of training materials on industrial property rights; • Develop expertise in technical subject matter related to industrial property rights; • Contribute the Division's outreach activities, as necessary; • Serve as the lead in the provision of technical assistance and capacity building initiatives to enable State Parties to implement the industrial property rights related obligations; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
IPRs Officer (P2) x (2)	<ul style="list-style-type: none"> • Maintain a comprehensive database of each State Party's laws, regulations and court decisions on IPRs; • Develop good working relations and partnerships with relevant organizations working on IPRs issues; • Assist the Committee on IPRs to ensure its smooth functioning; • Develop project work plan, proper documentation and reporting of all activities related to IPRs; • Assist in the development of quarterly work plans and programs of the Division; • Assist in the development of indicators for the monitoring and evaluation of the work program on IPRs commitments • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on IPRs, and other capacity building workshops; • Prepare progress reports, and coordinate the Division's contribution to the Secretary-General's annual report; • Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Junior IPRs Officer (P1)x (2)	<ul style="list-style-type: none"> • Develop a database of the focal points of State Parties and non-State Parties; • Liaise with other relevant Directorates; • Participate in meetings of AfCFTA institutions, in particular meetings of the Committee on IPRs and other capacity building workshops. • Develop mechanisms for evaluating the impact of meetings and trade capacity workshops; 	<p>Bachelor's Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>2 years of relevant experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in scheduling meetings of the Division, including the preparation of memos and budget; Carry out any other tasks, as may be assigned by the Head of Division as may become necessary, including working on a range of issues to enhance links between the Division and other Divisions in the Directorate. 		
DIGITAL TRADE DIVISION			
Head of Division – Digital Trade [P5]	<ul style="list-style-type: none"> Head and manage the operations of the Digital Trade Division in order to achieve the strategic objectives of the Directorate and the AfCFTA Secretariat's overall goals related to Digital Trade; Coordinate and lead the strategic planning, organization and servicing of the AfCFTA Secretariat and Directorate in the area of digital trade; Provide lead support to State Parties and non-State Parties in the negotiation and/or implementation of the Protocol on Digital Trade and its associated legal instruments; Provide technical support and capacity building to State Parties in the implementation of the Protocol on Digital Trade; Provide technical support in the development of policies and programmes and projects to achieve the Directorate's objectives towards the implementation of the Protocol on Digital Trade; Provide administrative and technical support to the Committee on Digital Trade and its subsidiary bodies; 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Bachelor's Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Liaise with other Divisions on matters related digital trade within the AfCFTA or matters necessary to enhance the well-functioning of the Directorate. • Contribute to the preparation of periodic financial and budget execution reports and monitors budget execution at the Division level; • Manages and supervises the officers within the Division, ensures the timely delivery of the Division's goals and effective performance evaluation; • Ensure the delivery of the Division's annual targets in line with the Directorate's overall goals and ensures robust and timely monitoring and reporting; • Provides technical leadership and ensure efficient functioning of the officers within the Division; • Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at Division level; • Performs any other duties as may be assigned and/or required by the Director. 		
Principal Officer – Digital Trade [P4]	<ul style="list-style-type: none"> • Provide support in the provision of technical assistance and capacity building to State Parties and non-State Parties in the negotiation and/or implementation of the Protocol on Digital Trade; • Prepare or supervise the drafting of reports, briefs and any relevant information to support the negotiation and implementation of the Protocol on Digital Trade; 	<p>Bachelor's Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics,</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Conduct and/or supervise the conduct of research in the area of digital trade by subordinate officers within the Division; Coordinate, oversee and supervise the custody, update and review of records and the resources of digital trade work in the Division; Develop continental stakeholder dialogue and engagement initiatives on digital trade under the AfCFTA; Carry out any other duties as may be assigned and required by the Head of Division; Carry out any other tasks as may be assigned by the Head of Division; 	international relations, international business, international law, political science or relevant disciplines	12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.
Senior Programme Officer [P3] – Digital Trade Capacity Building	<ul style="list-style-type: none"> Support the negotiation and implementation of the Protocol on Digital Trade Develop and manage capacity building and technical assistance programme for the negotiation and implementation of the Protocol on Digital Trade including managing requests by State Parties and non-State Parties and offers by different partners; Support the planning and servicing of the AfCFTA Secretariat and Directorate technical meetings or events, to ensure timely reporting and provision of information; Conduct research and prepare reports on digital trade issues related to the substantive work of the Division; Develop the guidelines or programmes to assist State Parties in the implementation of the Protocol on Digital Trade at national levels; Facilitate the continental stakeholder dialogue and engagement initiatives on digital trade under the AfCFTA; 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Perform any other duties as may be assigned by the Head of Division and Principal Officer; Monitor the implementation of the Protocol on Digital Trade by State Parties at the national level; Carry out any other tasks, as may be assigned by the Head of Division or Principal Officer; 		
Senior Programme Officer [P3] Digital Trade	<ul style="list-style-type: none"> Prepare concept notes and annual work plans for the Division's work/activities on digital trade; Coordinate and conduct sensitization continental/regional/national workshops on the implementation of the Protocol on Digital Trade; Examine challenges on the implementation of the Protocol on Digital Trade by State Parties and provide recommendations necessary to enhance the implementation of the Protocol; Develop working procedures for notifications and requests by State Parties and non-State Parties; Produce the required periodic reports of the activities of the AfCFTA Secretariat concerning the digital trade protocol activities and ensure that agreed deadlines for these reports are strictly adhered to. Carry out any other tasks, as may be assigned by the Head of Division or Principal Officer; 	<p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>OR</p> <p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>
Programme Officer [P2] (Digital Trade) - Research	<ul style="list-style-type: none"> Undertake research studies on policy issues relations affecting the digital economy and trade within the African continent; Develop and maintain good relations and partnerships with relevant stakeholders; Support the preparation of digital trade related regulatory and administrative recommendations for the implementation of the Protocol on Digital Trade; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Collate and collect digital trade data, policy reviews and related information of State Parties and non-State Parties; Produce periodic reports of the activities of the AfCFTA Secretariat concerning the Protocol on Digital Trade; Assist in the preparation of documents used in preparation, negotiation or implementation of the Protocol on Digital Trade; Provide support to the Senior Programme Officers necessary to perform their duties; Carry out any other tasks, as may be assigned by the Head of Division or superiors in the Division; 	Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines	two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage
Programme Officer [P2] (Digital Trade)	<ul style="list-style-type: none"> Gather and prepare relevant and reliable background information on digital trade area for delegates to study and make recommendations; Ensure the provision of supporting documentation for the meetings of the various levels of the negotiating organs and post-meeting minutes; Manage the provision of appropriate conference facilities and support services for meetings of the various levels of the negotiating organs regarding digital trade; Produce minutes and reports of the digital trade meetings; Support the timely production and dissemination of minutes of all meetings at all levels of the AfCFTA negotiations on digital trade; Develop digital trade policy liaisons between the AfCFTA Secretariat and various stakeholders; 	<p>Bachelor Degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p> <p>Or</p> <p>Master's in international trade, development economics, international relations, international business, international law, political science or relevant disciplines</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Develop a database for national digital trade focal points of State Parties and non-State Parties; Develop funding strategies and project proposals to facilitate the Division's programmes; Carry out any other tasks, as may be assigned by the Head of Division or superiors in the Division. 		
Junior Programme Officer [P1]	<ul style="list-style-type: none"> Plan and participate in workshops, trainings and seminars as a resource person. Assist with scheduling of meetings Maintain and disseminate an up-to-date schedule of all current and future meetings of all levels of the AfCFTA negotiations on digital trade; Assist with the translation and interpretation services Assist with the distribution of documents to the participants Assist with the planning of conferences/meetings/workshops; Develop the mechanisms for meeting evaluations; Carry out any other tasks as may be assigned by the Head of Division or required by the superiors within the Division 	<ul style="list-style-type: none"> University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines 	University Bachelors degree in international trade, development economics, international relations, international business, international law, political science or relevant disciplines
DISPUTES SETTLEMENT AND LEGAL AFFAIRS DIRECTORATE			
Director (D1)	<ul style="list-style-type: none"> Lead the Legal Affairs Directorate, and provide legal advice on AfCFTA agreements and other issues of international law and the law of international institutions as they may arise to the Secretary General and the WTO Secretariat 	Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University	Minimum of 15-years working experience in a profession related experience which should include at least 7-years work at

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Oversee the Division that serves as Secretary to the Dispute Settlement in, prepares reference material on AfCFTA law, and carries out technical assistance and outreach activities Support different Directorates and staff by providing legal and other guidance to staff in carrying out their duties, setting objectives required, reviewing output (e.g. legal and other work) and performance of the staff, supporting the development of the knowledge and skills of staff, and ensuring appropriate staff training plans are in place and executed Providing legal review of documents and advice in administrative, strategic as well as operational matters (notably in the area of conflict of interest, intellectual property, governance procedures, AfCFTA, procurement, contracts and grants, Staff Regulations and other regulations Assist the AfCFTA State Parties in drafting and giving legal effect to instruments and agreements they may negotiate and conclude within the legal framework of the AfCFTA Agreement Cooperating with representatives of national authorities and relevant stakeholders Liaising with other AUC and other Organs and stakeholders and implement best practice 		managerial level position;direct
Secretary (GSA4)	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in 	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<p>Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Typing Speed: 50 words per minutes</p>	in a Government, public sector or international organization;
Senior Record Assistant GSA3	<ul style="list-style-type: none"> Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee Scan and digitize in-coming mail and records Sort, organize, maintain, store and retrieve office records accurately Create and ensure appropriate records electronically classification Ensure records categorization according to the File Plan File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing Create new folders and files and disposal of old files in accordance with the established retention schedule Keep records safe and secure in a proper place 	<ul style="list-style-type: none"> A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution Candidates' holder of a bachelor's degree in office management/Administration or Records Management from a recognized institution is required 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 		
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Management, Budget Management; interpretation, translation and venue arrangement issues respectively		
Administrative Assistant – Division (GSA5)	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>
DISPUTE SETTLEMENT DIVISION			
Senior Legal Counsel - Dispute Settlement (P5)	<ul style="list-style-type: none"> Serve as Secretary to the dispute settlement panels and arbitrators in resolving trade disputes between AfCFTA State Parties Ensure dispute settlement process that is transparent, accountable, fair, predictable and consistent with the provisions of the AfCFTA Agreement 	Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Facilitate for the resolution of disputes through conciliation, good offices, mediation and arbitration Plan and organize the work of the Division Assist and support dispute settlement panels and arbitrators, or the Appellate Body members considering an appeal Deliver substantive legal advice and to conduct research on legal, technical or procedural issues in dispute settlement or appellate proceedings Advise the Directorate of Legal in carrying out his/her functions on matters related to dispute settlement 		senior management level and 5 (five) should involve supervisory role.
Principal Legal Officer – Dispute Settlement (P4)	<ul style="list-style-type: none"> Support to arbitral tribunals and parties in AfCFTA proceedings Respond to queries from law governments on dispute related matters Undertake research, drafting, or representation assignments, and any other tasks Deliver substantive legal advice and assistance to Panel and Appellate Body Members and other lawyers and serve as team leader in less complex disputes or as co-leader in complex disputes Conduct or direct research on complex and/or novel legal issues and direct the preparation of legal opinions on legal issues by more junior lawyers in the context of appeals Deliver legal advice and assistance to adjudicators ensuring consistency with AfCFTA law and other jurisprudence while taking into account systemic implications Assist Panel and Appellate Body Members generally to stay abreast of dispute settlement 	<p>Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University</p> <p>OR</p> <p>LLB or Bachelor's Degree in a similar field in the areas mentioned above</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>and other activities, including through the preparation of analysis and materials for internal meetings and reporting on the activities of relevant AfCFTA bodies</p> <ul style="list-style-type: none"> • Deliver technical assistance and training on the AfCFTA Agreements within the Appellate Body Secretariat's areas of responsibility • Contribute to the development of training materials, internal research materials, and AfCFTA publications on dispute settlement 		supervisory role respectively.
Senior Legal Officer – Dispute Settlement (P3)	<ul style="list-style-type: none"> • Review and processing requests for arbitration and other documents filed by parties, arbitrators and others during arbitration proceedings • Preparing agendas (memoranda) briefing the Panel and Appellate body on decisions it is required to take • Correspondence and telephone conversations with parties and arbitral tribunals concerning all aspects of case management • Answering general queries about the AfCFTA dispute settlement body Monitoring the financial aspect of the proceedings handled by the team • Representing the AfCFTA in events, conferences, trainings and workshops • Working together with the team to develop the use of arbitration and AfCFTA Rules 	<p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Environmental Law or related studies.</p> <p>Or</p> <p>Degree in Law specifically in Labour Law, Administrative Litigation, Environmental Law or related studies</p>	<p>7 years relevant work experience with 3 years at supervisory level</p> <p>10 years of relevant work experience with 3 years at supervisory level</p>
Legal Officer -Dispute Settlement (P2)	<ul style="list-style-type: none"> • Assist with research and the provision of legal advice on the interpretation and application of relevant international trade law • Assist with the drafting and review of legal documents, including correspondence, summary notes, briefing papers and reports on a wide variety of legal matters 	<p>LLB or Bachelor's Degree International Law (Public International Law, International Organizations Law from a recognized University</p> <p>Or</p>	5 years of relevant experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in the provision of legal advice and analysis on matters arising from contracts, including those relating to the procurement of goods and services and donor financing and project agreements Assist in reviewing legal matters related to the implementation of Host Country Agreement Assist with servicing high-level and other meetings as well as training sessions for staff members covering a range of legal issues Perform other duties as may be required 	Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University	2 years of relevant work experience
Legal Officer - Dispute Settlement (P2)	<ul style="list-style-type: none"> Assisting Panel and Appellate Body Members with the conduct of proceedings Participating as a member of teams organized to carry out tasks associated with the conduct of appeals Assisting in the preparation of legal background documents and analyses on the AfCFTA agreements and the dispute settlement rules. Researching and drafting memoranda and legal analyses in the fields of international trade law and public international law generally. Assisting arbitrators in the conduct of arbitrations on the reasonable period of time for implementation Participating in AfCFTA training activities and giving presentations at conferences as appropriate 	LLB or Bachelor's Degree International Law (Public International Law, International Organizations Law from a recognized University Or Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University	5 years of relevant experience <ul style="list-style-type: none"> 2 years of relevant work experience
Associate Legal Officer - Dispute Settlement (P1)	<ul style="list-style-type: none"> Provide general legal and administrative support to the legal team Draft or assist in the drafting and/or review of legal texts relevant to the AfCFTA Advise on Administrative Law and Human resource related matters 	LLB or Bachelor's Degree International Law (Public International Law, International Organizations Law from a recognized University	<ul style="list-style-type: none"> 2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Advise on the harmonization and coordination of legal strategies and policies of the AfCFTA with the framework of the African Union Assist in the preparation and finalization of draft legal instruments Attend meetings and provide legal clarifications and assistance as may be required Prepare correspondence, special reports, evaluation and justification as required for general tasks Follow-up on related decisions of the AU Policy Organs and ensure their implementation at the AfCFTA Perform any other functions as may be assigned 		
GENERAL LEGAL AFFAIRS DIVISION			
Senior Legal Counsel – General Legal Affairs (P5)	<ul style="list-style-type: none"> Provide advice to ensure the correct implementation of the Staff Regulations of the and related acts covering working conditions of staff at the AfCFTA Secretariat Assist in the fund-raising process, prepare materials, partnership agreements, advise on and document management and compensation arrangements, and closing fund formation transactions Mitigate employment disputes, including assisting the Secretary General in handling Administrative matters Manage, monitor and provide proactive support and guidance on all aspects of existing and emerging legal issues and risks Advice in the area of data protection legislation and ensure compliance within the legal framework in force 	Master's degree or equivalent in International Law (Public International Law, International Organizations Law from a recognized University	<p>Twelve (12) years of relevant and progressively responsible experience in the area of corporate communications.</p> <p>Seven (7) of these years should be at senior management level and 5 (five) should involve supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Advise the Directorate of Legal in carrying out his/her functions on general legal Affairs 		
Principal Legal Officer – Investment (P4)	<ul style="list-style-type: none"> Lead the AfCFTA's negotiation of the terms on which investors contribute/invest Liaising with the Investment Division, provide legal support during negotiation and implementation of investment protocol Draft various organizational documents necessary to establish an investment fund, including a private placement memorandum, a limited partnership agreement/an operating agreement and investor subscription agreements Assist the respective Directorate on legal issues related to the Division of Investment Conduct diligence and negotiate contracts Advise AfCFTA Secretariat and State Parties on new funds Inform and advise clients on the constantly changing regulatory and compliance issues Provide day-to-day advice with respect to issues such as performance and advertising, and brokerage and portfolio trading practices. Liaise closely with the Division of investment on various work streams 	<ul style="list-style-type: none"> Master's degree or equivalent in International Law, Public International Law, International Organizations Law, International Economic Law, Investment Law from a recognized University <p>OR</p> <ul style="list-style-type: none"> LLB or Bachelor's Degree in a similar field in the areas mentioned above 	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p> <p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>
Principal Legal Officer - General International Trade Law (P4)	<ul style="list-style-type: none"> Provide advice to ensure the correct implementation of the Staff Regulations of the and related acts covering working conditions of staff at the AfCFTA Secretariat Design programs for and carry out technical assistance on legal matters Contribute to the drafting of legally sound documents and other related acts 	<ul style="list-style-type: none"> Master's degree or equivalent in International Law, Public International Law, International Organizations Law, International Economic Law, Investment Law from a recognized University 	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Provide advice to ensure the correct implementation of the Financial Regulations of the, including on budgetary, financial and procurement processes • Prepare and update reference materials on AfCFTA law and practice and carry out outreach activities • Manage, monitor and provide proactive support and guidance on all aspects of existing and emerging legal issues and risks • Advice in the area of data protection legislation and ensure compliance within the legal framework in force • Advise the Directorate of Legal in carrying out his/her functions on general legal Affairs • Design programs for and carry out technical assistance on legal matters • Contribute to the drafting of legally sound documents and other related acts • Prepare and update reference materials on AfCFTA law and practice and carry out outreach activities 	<p>OR</p> <ul style="list-style-type: none"> • LLB or Bachelor's Degree in a similar field in the areas mentioned above 	<p>(three) years supervisory role.</p> <ul style="list-style-type: none"> • 12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.
Principal Legal Officer – Administrative (P4)	<ul style="list-style-type: none"> • Lead AfCFTA Secretariat on administrative matters, including staff grievances, disciplinary procedures • Provide advice to ensure the correct implementation of the Financial Regulations of the, including on budgetary, financial and procurement processes • Review legal documents and ensure the implementation of institutional procurement questions • Ensure the implementation of the Host Country Agreement and the respect of privileges and 	<ul style="list-style-type: none"> • Master's degree or equivalent in International Law, Public International Law, Administrative Litigation, International Organizations Law, International Economic Law, Commercial Law from a recognized University <p>OR</p>	<p>10 (ten) years of relevant and progressively responsible experience out of which 6 (six) years should be at managerial or expert level involving at least 3 (three) years supervisory role.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>immunities and liaise with the Commissions for further guidance</p> <ul style="list-style-type: none"> • Ensure on the Implementation of agreements concluded by the AfCFTA on institutional matters • Reviewing local laws and regulations applicable to specified matters and prepare documentation for any of the above matters. 	<ul style="list-style-type: none"> • LLB or Bachelor's Degree in a similar field in the areas mentioned above 	<p>12 (twelve) years of relevant and progressively responsible work experience out of which 6 (six) and 3 (three) years of experience should be at managerial or expert level and in a supervisory role respectively.</p>
Senior Legal Officer - Institutional matters (P3)	<ul style="list-style-type: none"> • Provide necessary administrative, legal and logistic support to the meetings of the Senior Trade Officials and Council of Ministers of Trade • Draft legal texts signed under the auspicious of the AfCFTA Secretariat • Ensure harmonization of procedures with the set rules of the policy organs of the AU • Ensure compliance by the department with the legislative framework relating to its AfCFTA's business and adherence to the AU rules and Regulations • Attend to matters related to the determination of liability of officials who have caused losses/damages to state property and/or vehicles, where officials or third parties are found liable for any obligations towards the department. • Periodically conduct training and information sharing sessions regarding privileges and immunities • Oversee the depository functions of the AfCFTA on trading documents, database 	<p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies.</p> <p>Or</p> <p>Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies</p>	<p>7 years relevant work experience with 3 years at supervisory level</p> <p>10 years of relevant work experience with 3 years at supervisory level</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in other tasks aimed at ensuring the smooth and quick implementation of the AfCFTA Agreement Ensure effective cooperation with the RECs as well as other partners 		
Senior Legal Officer - Administrative (P3)	<ul style="list-style-type: none"> Advise the Secretary General and other officials in disputes in the context of the administration of justice matters Handle a range of issues related to international law, including the interpretation and application of AfCFTA Agreement, in consultation with Senior Legal Officers Conduct extensive legal research and analysis and prepare reports and correspondences Draft or assist in drafting instruments of international trade law and other directives for the implementation of the AfCFTA Agreement provide legal advice on human resources matters and assists in reviewing administrative decisions Administer programmes of legal technical assistance Ensure the implementation of the AU rules and Regulations Follow-up on related decisions of the AU Policy Organs and ensure their implementation at the AU priorities Consult with the AUC on implementation of shared administrative guidelines and legal opinions 	<p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies.</p> <p>Or</p> <p>Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies</p>	<p>7 years relevant work experience with 3 years at supervisory level</p> <p>10 years of relevant work experience with 3 years at supervisory level</p>
Legal Officer - Institutional (P2)	<ul style="list-style-type: none"> Carry out research and draft reports on trade and development issues in the multilateral trading system with particular emphasis on the implementation of the AfCFTA Agreement 	Degree in Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies	5 years relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Support the organization of the meetings of the Sub-Committee on Senior Trade Officials and Council of Ministers; including the preparation of records of meetings, and assist the implementation of the AfCFTA work programme. Prepare background briefings, relevant statistics and speaking points. Support the implementation and monitoring of AfCFTA Programme of Action, including preparing inputs and working documents for meetings. Assist the work of Senior Trade Officials and Council of Ministers, including substantive and technical support related to their participation in the in the multilateral trading system. Service meetings of Senior Trade Officials and Council of Ministers Consult with the AUC on implementation of shared administrative guidelines and legal opinions 	<p>Or</p> <p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies.</p>	<ul style="list-style-type: none"> 2 years of relevant work experience
Legal Officer - General (P2)	<ul style="list-style-type: none"> Handle a range of issues related to international law, including the interpretation and application of AfCFTA Agreement Conduct extensive legal research and analysis and prepare reports and correspondences Draft or assist in drafting instruments of international trade law and other directives for the implementation of the AfCFTA Agreement Undertake basic or extensive review of legal documents, instruments, or other material as well as multimedia content; identifies important issues of international law, similarities, and inconsistencies, etc 	<p>Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies</p> <p>Or</p> <p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Intellectual Property</p>	<p>5 years relevant work experience</p> <p>2 years of relevant work experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare or assist in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries in the field of international trade law • Participate in the Preparation of the publications on AfCFTA Law • Attend meetings and provide legal clarifications and assistance as may be required • Prepare correspondence, special reports, evaluation and justification as required for general tasks • Follow-up on related decisions of the AU Policy Organs and ensure their implementation at the AfCFTA Agreement • Perform any other functions as may be assigned 	Rights, Environmental Law or related studies.	
Legal Officer (P2) (Administrative)	<ul style="list-style-type: none"> • Advises the Secretary General and other officials in disputes in the context of the administration of justice matters • Handle a range of issues related to international law, including the interpretation and application of AfCFTA Agreement, in consultation with Senior Legal Officers • Conduct extensive legal research and analysis and prepare reports and correspondences • Draft or assist in drafting instruments of international trade law and other directives for the implementation of the AfCFTA Agreement • Assists in providing legal advice on human resources matters and assists in reviewing administrative decisions • Assists in administering programmes of legal technical assistance • Ensure the implementation of the AU rules and Regulations 	<p>Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies</p> <p>Or</p> <p>Masters Degree (LLM), in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies.</p> <ul style="list-style-type: none"> • 	<p>5 years relevant work experience</p> <ul style="list-style-type: none"> • 2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Follow-up on related decisions of the AU Policy Organs and ensure their implementation at the AU priorities Consult with the AUC on implementation of shared administrative guidelines and legal opinions 		
Associate Legal Officer (P1) (Investments)	<ul style="list-style-type: none"> Draft or assist in the drafting and/or review of legal texts relevant to the AfCFTA Advise on Administrative Law and Human resource related matters Advise on the harmonization and coordination of legal strategies and policies of the AfCFTA with the framework of the African Union Assist in the preparation and finalization of draft legal instruments Attend meetings and provide legal clarifications and assistance as may be required Prepare correspondence, special reports, evaluation and justification as required for general tasks Working closely with respective directorates and divisions, assist in undertaking research that has legal dimensions Follow-up on related decisions of the AU Policy Organs and ensure their implementation at the AfCFTA 	Bachelor Degree in Law specifically in Labour Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies	2 years of relevant work experience
Associate Legal Officer (P1) (Institutional)	<ul style="list-style-type: none"> Provide general legal and administrative support to the legal team Draft or assist in the drafting and/or review of legal texts relevant to the AfCFTA Advise on Institutional legal matters related matters 	Bachelor Degree in Law, Administrative Litigation, Intellectual Property Rights, Environmental Law or related studies	2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Advise on the harmonization and coordination of legal strategies and policies of the AfCFTA with the framework of the African Union Assist in the preparation and finalization of draft legal instruments Attend meetings and provide legal clarifications and assistance as may be required Prepare correspondence, special reports, evaluation and justification as required for general tasks Follow-up on related decisions AU Policy Organs and ensure implementation at the AfCFTA 		
AHRM			
Director - Administration & Human Resource Management (D1)	<ul style="list-style-type: none"> Lead the development and implementation of effective, responsive and efficient administrative and human resource strategies, policies and management systems that are aligned to organizational needs and best practice and responsible for the overall management of directorate's human resources, budget, performance, quality and training in conformity with relevant AU rules and regulations. 	Master's university degree in the fields of Human Resources Management, Public Administration, Business Administration, Corporate Management, Industrial Psychology, Law or other related Social Sciences.	Professional Work Experience - A minimum of 12 years extensive and relevant work experience in positions dealing with Human Resources Management functions and/or Administration in a national or an international organization; This experience should include at least 7-years work at managerial level position.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Secretary (Bilingual) (GSA5)	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are</p>	<p>2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations.</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>
Senior Record Assistant GSA3	<ul style="list-style-type: none"> • Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee • Scan and digitize in-coming mail and records • Sort, organize, maintain, store and retrieve office records accurately • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody 	<ul style="list-style-type: none"> • A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1-year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 		
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems, • Prepares office communication at operational level and provide updates and draft reports 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Bachelor's degree in Business Management, Business Administration or any related</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	field from a recognized educational institution	
ADMINISTRATION & HUMAN RESOURCE MANAGEMENT DIVISION			
Head of Division - Administration & Human Resource Management (P5)	<ul style="list-style-type: none"> General Divisional Management Responsibilities: Develop strategies, policies, procedures and processes for successful delivery of Human Resources and Administration services Determine and execute the division's strategy and align to the directorate and Secretariat's overall strategy; adherence and compliance with the AU Staff Regulations and Rules, code of ethics and conduct as well as systems, policies and procedures Develop and maintain regular working relations with stakeholders in appropriate agencies of Member States and partners; and Prepare periodic financial, budget execution, staff and administrative related reports Administration: Develop and review administrative policies, procedures, practices, standards and tools that deliver services effectively, including on supply chain management and security of the Secretariat; Developing administrative policies and manage relationship with service providers; 	Master's degree in Human Resources Management, Business Administration, Public Management or Administration, Law, Industrial Relations, Corporate Management or other related Social Sciences	12 years progressive responsible experience in managing Human Resources and Administration functions out of which 7 at managerial level and 5 years at supervisory level. Professional certification in Human Resources from a recognized institution is an added value.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Manage and maintain AfCFTA Secretariat's premises and its facilities; Advise on identifying and putting in place appropriate solutions to incorporate ICT and administrative service matters; Ensure that the Secretariat assets and staff have insurance coverage to meet the changing needs of the organization</p> <ul style="list-style-type: none"> • Procurement: Provide strategic, authoritative technical and policy advice on all aspects of Supply Chain; Secretary to Internal Procurement Committee and Tender Board; Review evaluation reports and approve Procurement Contracts on delegated authority; Guide the preparation of logical detailed and accurate responses to Audit queries on matters relating to the Supply chain operations • Safety and Security: Develop high-quality, best-practice safety and security policies, standards and operations including the appropriate degree of standardization • Support the implementation and monitor compliance with safety and security policies, standards and operational procedures • Monitor and report on compliance with safety and security policies, practices, and procedures • Human Resources Management: Lead on the planning, coordination, administration and evaluation of the human resources functions of the AfCFTA Secretariat; ensure the effective implementation and reviews of plans, systems, policies and processes for human resources planning, talent acquisition, management and development, employee engagement, legal compliance, employee relations, compensation 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	and benefits; and payroll; lead in institutionalizing Human Resources policies, philosophy, values and practices that embrace and drive the Commission's core values and objectives; Establish mechanisms to implement strategies that will enforce departmental accountabilities around recruitment and staffing, employment processing, compensation, health benefits, training and development, records management, employee relations and retention.		
Principal HR Generalist (P4)	<ul style="list-style-type: none"> • HR Planning and Organizational Development, Participates and contributes in the organizational strategic planning; Leads the design, development and implementations of programmes, policies, strategies, procedures and processes to meet current and evolving organizational development needs and goals • Performance and Culture Management: Design, develops and support organization-wide programs and activities that cover performance management, talent development, coaching, succession planning, data analytics and relationship management; Develops the AU corporate culture in line with the organization's vision, values to provide clear accountability and decision making; promotion of equal opportunity, diversity and inclusion programmes within the AU; Manages the maintenance and execution of the performance management system including up to date job descriptions, standards of performance and performance evaluation instruments • Leadership and Talent Management/Development: Leads and manages 	<ul style="list-style-type: none"> • Master's degree in Human Resources Management, Business, Public Administration or related fields of studies. • Candidates with bachelor's degree must have at least • Professional certifications in Recruitment is an added value. 	<p>10 years of progressive responsibility experience in Human resources management or recruitment out of which 6 years at expert level and at least 3 years at supervisory level</p> <p>Or</p> <p>12 years of progressive responsibility experience in Human resources management or recruitment out of which 6 years at expert level</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>the design, development and implementation of an integrated talent management system to achieve AU's strategic objectives and cultural change; Assesses the critical organizational needs, skills and developmental competencies</p> <ul style="list-style-type: none"> • HR operational transactions: Oversees effective management of staff entitlements and benefits; Reviews and monitors the day-to-day operations of the Division, identifies trends and emerging issues to report on risks, key performance indicators and proposes improvements; Establishes quality control mechanisms through client surveys and periodic data quality assurance reviews for continuous improvement of service delivery 		and 3 years at supervisory level
Recruitment Officer (P2)	<ul style="list-style-type: none"> • Drafts and defines approaches, formulating Standard Operating Procedures, policies, guidelines and tools used in short listing, interviewing and selection of staff • Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommend revisions to the Unit where necessary • Provides support in the development of the yearly recruitment plan and contribute to the recruitment process • Ensures compliance to established recruitment practices and staff regulations and rules at all recruitment processes • Reviews job openings in consultation with hiring managers/HRBP, ensuring that the evaluation criteria and responsibilities are in line with the approved documents; 	<ul style="list-style-type: none"> • University bachelor's degree in human resources management, Business Administration/Management, Public Administration, Management and Marketing or related field • Master's Degree, Human Resources Management, Business Administration/Management, Public Administration, Management and Marketing or related field • Professional certification from recognized HR 	<p>5 years of progressive relevant experience in human resources management or recruitment in similar international organization out of which 2 years are at supervisory level.</p> <p>2 years of experience in human resources management or recruitment in similar international organization.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Publishes vacancies on AU website and subscribed social media platforms (LinkedIn, twitter and Facebook) • Ensures thorough monitoring of postings and applications to ensure timely recruitment • Coordinates and participates in shortlisting and interview activities using the Success Factor for candidate's list generation and scoring. • Generates reports on shortlisting and interview exercises from the system • Ensures administration of language professional examination and psychometric assessment to candidates • Seeks approval for appointments and ensure creation of contracts in SAP system, and prepare job offers to successful candidates • Revises all outgoing documents to ensure accuracy • Liaises with on-boarding team to initiate on-boarding process for appointed successful candidates • Processes upgrading, promotion, transfer and other relevant requests to the Promotion and Mobility Committee until approval • Provides support in the process of building awareness amongst, senior management and staff members with regard to CBI, Psychometric Tests, application process; recruitment policy, staff rules and regulations, and related guidelines • Provides guidance on interpretation and application of related recruitment policies, regulations and rules • Coordinates the resolution of grievances and complaints related to recruitment 	institutions such as SHRM-CP, PHR or equivalent is an added advantage.	

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Participates in the planning process throughout the recruitment life cycle for determining the staffing requirements and organizational structure and conduct analysis to provide inputs on emerging fixed term capacity gaps in accordance with the mission/clients' mandate 		
Recruitment Officer (P1)	<ul style="list-style-type: none"> Ensures interpretation and guidance to compliance to established recruitment rules & practices, staff rules and regulations at all recruitment processes; Drafts and defines approaches, formulating Standard Operating Procedures, policies, guidelines and tools used in short listing, interviewing and selection of staff; Monitors and evaluates the effectiveness of related guidelines, HR rules, regulations practices and procedures, and recommend revisions to the Unit where necessary; Provides support in the development of the yearly recruitment plan and contribute to the recruitment process Reviews job openings and ensuring that the evaluation criteria and responsibilities are in line with the position; Publishes vacancies on AU website and subscribed social media platforms (LinkedIn, twitter and Facebook); Coordinates and participates in shortlisting and interview activities and Generates reports and administration of language professional examination and psychometric assessment to candidates; Seeks approval for appointments and ensure creation of contracts in SAP system, and prepare job offers to successful candidates Provides support in the process of building awareness amongst, senior management and staff members with regard to CBI, Psychometric Tests, 	University bachelor's degree in human resources management, Business Administration/Management, Public Administration, Management and Marketing or related field	2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	application process; recruitment policy, staff rules and regulations, and related guidelines; Coordinates the resolution of grievances and complaints related to recruitment. Processes upgrading, promotion, transfer and other relevant requests to the Promotion and Mobility Committee upon approval		
HR Generalist and Payroll (P2)	<ul style="list-style-type: none"> • Collates the salary JVs of each month and submit them for further processing including posting • Verifies the net due to each staff and the corresponding bank data and submit the amount payable to each for authorization • Reviews the Statutory Net Payable (SNP) to Zero after Processing the Bank Transfers and non HQ salary payments • Submits for transfers amounts relating to other deductions such as pension, credit union • Processes other salaries for non-AU hired staff (Staff Association and health officers • Processes advances (all types), installation and separation allowances, car loans and others • Processes DSA, Imprest and other staff related payments • Investigates monthly variance reports and provide a report • Reviews the payroll Bank Transfer details for each staff every 6months; • Sets up performance objectives and undertake performance reviews for both mid-year and final • Maintains all payroll related accounts (Regular, Short Term and Other) including journal entries • Reviews and reconciles the processed payroll for discrepancies • Undertakes monthly payroll reconciliation 	<ul style="list-style-type: none"> • University Bachelor's degree in Human resources management, Financial Management or Accounting • Candidates with Master's in indicated fields Degree are required to have 2 years of progressive experience in payroll administration. 	5 years of progressively experience in payroll administration.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Process payroll deductions (pensions, insurance etc) for remittance • Collects, calculates and enters data in order to maintain and update payroll information • Supervises and Provides leadership to the staff of the sub-unit 		
Human Resources Assistant (GSA5)	<ul style="list-style-type: none"> • Provide assistance on general HR queries and follow up actions, to ensure consistent and high quality HR services are delivered to clients • Provide guidance and on-the-job training to other staff, to support their development and increased knowledge of HR systems and procedures required to perform their duties. • Liaise with other internal units/offices on HR related matters, i.e. payroll, contracts, etc. and provide necessary information in order to enable timely HR services • Extract and compile HR data on staff recruitment and selection, contractual conditions, entitlements, performance and training requirements, to support analysis and reporting needs • Provide administrative support in various HR activities in the areas of work allocated by the supervisor, including on boarding of new staff members in compliance with relevant processes and procedures • Maintain confidential personnel records, HR databases and archives, to ensure data and files are accurately stored and updated in compliance with the established standards. • Draft various HR documentation required for the specific area of work (e.g. employment contracts, transfer letters, training - related documents, etc.) 	<ul style="list-style-type: none"> • A Diploma in Human Resource Management, Administration or any other related field <p>Or</p> <ul style="list-style-type: none"> • Candidates with Bachelor's degree in Human Resource Management, Administration or any other related field 	<p>3 years experience in administrative work in similar international organizations.</p> <p>Or</p> <p>2 years experience in administrative work in similar international organization</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>ensuring accuracy and meeting established deadlines</p> <ul style="list-style-type: none"> • Use HR management systems for entering and updating a variety of HR data including assistance in monitoring various deadlines (e.g. contract expiration, SAP, etc.), ensuring compliance with the established deadlines and accuracy of HR data. • Contribute to the development of HR Key Performance Indicators/Dashboards. • Develop reports and graphs based on the extracted data from SAP • Perform other duties as required 		
Senior HR Record Assistant GSA3	<ul style="list-style-type: none"> • Support day-to-day records management activities, including providing routine advice and support to staff on the application of records management policy and practice, and maintenance of the team's intranet pages.; Contribute to the review and dissemination of guidance and internal communications in the Division • Manage semi-current records held in the Archives, liaising with depositors to ensure timely destruction of materials in line with agreed disposal instructions; Assist with the planning, set up and delivery of records management training sessions, booking rooms and attendees and managing and distributing training documentation • Create, update and maintain organized files and records including a system for tracking, monitoring and prioritizing tasks; Ensure confidentiality of information and management records is guaranteed 	<ul style="list-style-type: none"> • A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution 	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1 year relevant experience in Registry/Records Management or clerical duties.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Recruitment Operation Specialist (GSA 5)	<ul style="list-style-type: none"> • Provide support for the provision of comprehensive first line information about recruitment to departments and responding to recruitment related queries in a responsive and client focused manner • Coordinates the scheduling and organizing shortlisting and interview sessions for client departments • Makes logistical and administrative arrangements for shortlisting and interview exercises for panels and candidates; • Deliver shortlisting and Interview reports using success factor • Conducts follow up on recruitment decisions to ensure their timely implementation • Prepares weekly activity report of shortlisting and interview for submission to the recruitment officer • Ensures reference checking for successful candidates • Provides support for processing appointment decisions by submitting all relevant and complete documents to the appointing authority • Creates contracts on SAP upon appointment of successful candidate • Undertakes clerical and administrative work related to recruitment • Coordinates travel for fly-in candidate • Maintains candidate database and ensures record keeping for all recruitment activities 	<ul style="list-style-type: none"> • A Diploma in Human Resource Management, Administration or any other related field <p>Or</p> <ul style="list-style-type: none"> • Candidates with Bachelor's degree in Human Resource Management, Administration or any other related field 	<p>3 years experience in administrative work in similar international organizations.</p> <p>Or</p> <p>2 years experience in administrative work in similar international organization</p>
Operation and Benefit Specialist (GSA 5)	<ul style="list-style-type: none"> • Assist in the provision of staff welfare (e.g. insurance, medical services, pensions) of local and international staff • Give support to staff on welfare, benefits and entitlements related matters 	<ul style="list-style-type: none"> • A Diploma in Human Resource Management, Administration or any other related field 	<p>3 years experience in administrative work in similar international organizations.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Administrate the leave system • Provide support to managers and staff on welfare and benefits matters • Assists in liasing with external suppliers (i.e. insurance and retirement companies) • Assists in the implementation of human resources policies, practices and procedures • Assists in staff compensation schemes are applied properly • Required to understand the AU Staff Rules and Regulations other administrative instructions • Prepares reports and participates in other human resource benefit programs • Assists in giving advice on interpretation and application of policies, regulations and rules. • Support in developing compensations policies and procedures and recommends changes as required • Assists in preparing policy papers, position papers and briefing notes on various issues related to human resources especially on compensation and benefits • Administers the leave management system • Administers and provides advice on salary and related benefits and entitlements • Perform any other activities required 	<p>Or</p> <ul style="list-style-type: none"> • Candidates with Bachelor's degree in Human Resource Management, Administration or any other related field 	<p>Or</p> <p>2 years experience in administrative work in similar international organization</p>
Administrative Assistant (GSA5)	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems, 	Diploma in Business Management, Business Administration or any related field from a recognized educational institution	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution	
Secretary (GSA4)	<ul style="list-style-type: none"> Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies Typing Speed: 50 words per minutes 	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or international organization;</p>
Internal Medicine/Doctor (P4)	<ul style="list-style-type: none"> To provide daily general and specialized medical consultations, diagnosis and treatment to the AfCFTA and staff members of the African and 	<ul style="list-style-type: none"> Master Degree in Medicine (MD, MBBS, BMBCh) 	10 years relevant experience within a government hospital

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>other approved Diplomatic corps based in Accra, their eligible dependents and Delegates to AfCFTA meetings</p> <ul style="list-style-type: none"> • Provide emergency medical care and arrange their transfer to other health facilities • Refer staff members and their dependents when necessary to appropriate medical specialists locally and follow up on their management • To carry out ward rounds regularly on all admitted adult patients and provide high level input into their management • To participate in the development and delivery of health promotion, disease prevention and occupational Health and safety programs of the Division (including HIV and AIDS in the workplace) • To communicate, engage and actively participate in the AU Medical Board in determining the necessity for medical evacuations, prepare the clinical information and present same to the Medical Board for clearance • Play an active role in the management of the evacuation process, monitor the progress of the evacuees and facilitate their return • To participate and provide expertise in medical coverage for AfCFTA meetings and installations • Participate in continuing medical education programs for Medical staff • Evaluate employee performance, and recommend disciplinary action • May instruct interns and other medical personnel on matters pertaining to Clinical Services • To participate fully in the development of budget proposal, its implementation, monitoring and evaluation for the Unit 	<ul style="list-style-type: none"> • Membership/ MMED of a professional Regional College of Physicians <p><u>OR</u></p> <p>Fellowship of a professional Regional College of Physicians with five (5) years work experience in a clinical role.</p>	<p>or private practice, and international organization is essential, which 6 years should be expert/specialist level and 3 years at supervisory level</p> <p>Eight (8) years work experience in a senior clinical role, including at least five (5) years as a specialist/consultant in Internal Medicine.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Nursing Officer (P1)	<ul style="list-style-type: none"> Provides quality nursing care to staff and their families Plans and implements nursing care programmes using good judgment and critical thinking skills based on scientific knowledge Provides safe and conducive environment for clients Receives and prepares patients for different consultations Gives emergency nursing care to admitted patients, monitor and record all findings Administers injections, medication, vaccinations and other interventions to patients as prescribed by the Doctor Supervise supplies and maintenance of equipment Ensure proper sterilization and packaging of all clinic instruments and materials Sutures wounds and applies dressings Sterilizes and keeps all equipment and instruments accordingly Participates in Continuous Medical Education- (CME) Coordinate all paramedical services 	<p>Bachelor degree in clinical Nursing</p> <p>Must be registered/ licensed to practice as a Clinical Nurse in his/her home Country or Country of residence</p> <p>Or</p> <p>Diploma in similar studies and relevant experience</p>	<p>2 years' work experience in a clinical Nursing role in a busy, tertiary level Hospital.</p>
Medical Secretary GSA4	<ul style="list-style-type: none"> Type and proof read documents, reports, correspondences, messages, queries, etc as may be required by assigned Supervisors Receive and draft responses to routine correspondences for the signature of the Supervisors. Receive guests/ visitors/ staff and provide them with basic information on relevant issues and procedures Maintain a proper filing and recording system for all incoming and outgoing mail and documents. 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial</p> <ul style="list-style-type: none"> Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies 	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or international organization;</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Answer and screen telephone calls/E-mail messages and ensure follow up with Supervisors and partners. Keep an up-to-date diary of appointments for Supervisors and other senior staff of respective appointments. Keep equipment in use in good condition and report on defects to Maintenance/ Supply services for necessary action. Liaise with supplies and documentation services for the provision of adequate office furniture and stationery as well as the reproduction of required documents. Provide day- to- day routine administrative services to various work units of the Process Facility Project; and Perform any other relevant duty/ responsibility assigned 	Typing Speed: 50 words per minutes	
Senior Administration Officer (P3)	<ul style="list-style-type: none"> Ensure the provision of resources (human, material and services) necessary to support the day-to-day activities of the staff in the office Manage the day-to-day personnel and administrative operations of the Office Ensure that the working environment is healthy and respectful, and free from hazard or security risks In coordination with Human Resources undertake periodic reviews to ensure that the Office premises are set up Review administrative arrangements and make appropriate recommendations as required Formulate and implement staff safety and security measures, in consultation with the Security Officers (SOs) 	<p>A University Master's Degree in Business Administration, Public Administration, Administrative Management, Project Management or related fields</p> <p>Bachelor's degree in Business Administration, Public Administration, Administrative Management, Project Management or related fields</p>	<p>7 years of progressively responsible experience</p> <p>10 years of progressively responsible experience out of which 3 years are at a supervisory level in a similar international organization.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Liaise with Government and other external actors in providing vital supportive services (i.e. processing of visas; tax exemptions, etc.) • Attend inter-agency meetings with other UN agencies with specific focus on general administration, staff safety and human resources issues (i.e. common services) • Participate in recruitment, appointments and administrative formalities concerning local staff • Review and approve the settlement of employee entitlements including DSA, local salaries and the Medical Insurance Plan (MIP) • Advise on matters pertaining to administrative and staffing requirements in the Division • In cooperation with HR, endorse staffing management strategies, and ensure local compliance with AU's workplace standards • Coordinate training and capacity-building activities to staff in administrative related areas • Control and check the monthly accounts and various administrative activities • Ensure that appropriate internal controls are in place • Award, issue and terminate (local) contracts and frame agreements in accordance with delegated authorities and AU's regulations, rules and procedures • Serve as a member of the Local Contracts Committee (LCC) in accordance with delegated authorities • Enforce compliance with AU's financial and administrative rules, policies and instructions 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Fleet Inspection & Controller (GSA4)	<ul style="list-style-type: none"> • Ensure efficient vehicle use, maintenance and tracking • Conduct monthly/quarterly inspection of vehicles and arrange for service and repair based on standards • Advise AU staff on all legal and compliance matters relating to vehicles. • Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for vehicle and equipment maintenance. • Prepare annual budgets and periodic reports on operating costs; purchase or lease of vehicles; fuel purchase and control over drivers' safety and training, maintenance, repair, replacement, and disposal of vehicles • Maintain vehicle and equipment maintenance records and repair costs 	<ul style="list-style-type: none"> • A post graduate diploma in Automotive Engineering/Mechanics from a recognized institution with. • Candidates with a university bachelor's degree in Automotive Engineering/Mechanics from a recognized institution are required. 	<p>3 years relevant work experience in Transport Management and Automotive Engineering/Mechanics and logistics in similar international organization</p> <p>Or</p> <p>2 years relevant work experience in Transport Management and Automotive Engineering/Mechanics and logistics in a similar international organization.</p>
Drivers (GSB7) x 7	<ul style="list-style-type: none"> • Drive office vehicles and transport authorized personnel; receive from and drop officials to the airport; observe minimum Operating Security Standards (MOSS) and ensure compliance; collect and deliver official mails, documents, and other items; • Take care of the day to day maintenance of assigned vehicles, check oil, water, battery and brakes; maintain vehicle logbook and record all official trips, daily mileage, gas consumption, oil changes and greasing • Comply with all the rules and regulations tasks relating to the AfCFTA Secretariat's management of vehicles planning and coordinating 	<p>Secondary Certificates or Diploma from technical and vocational Education and Training Institute.</p> <p>Mechanical training and experience in similar international organizations will be an added value.</p>	<p>5 years relevant work experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Ensure that vehicle documents are available and valid; as well as perform other related duties as may be required 		
Record Assistant/Mail runner (GSB6) x 3	<ul style="list-style-type: none"> Sort and Distribute Mail: The main responsibility of a mailroom clerk is to sort incoming and interoffice mail and distribute to employees and departments. Digitize or automate systems to sort mail and track its delivery Manage Inventory, follow up on inventory and supplies orders/stationery for interoffice use. manage the inventory of these items and re-order materials as needed to keep the required amount of supplies on hand Prepare packages for shipment. use best methods for shipment, box and label packages, and make arrangements with carriers for pick up times. Focal point for receipt of mail and packages from external and internal Delivers, Receives and sorts incoming and outgoing mail and packages according to postal regulations and unit requirements Weights and stamps or makes arrangements for outgoing mail and packages, operating mail processing machines as necessary Redirects misaddress items Maintains logs of postage charges, receipt forms, and other records as required May be responsible for lifting and moving heavy items Performs related job duties as required. 	<ul style="list-style-type: none"> A minimum of 12th Grade Certificate or High School Diploma in office administration or relevant qualification A higher qualification in handling of documents will be an added advantage. 	<p>3 years of relevant experience in office administration and handlings of documents is required</p> <p>Experience with international organizations will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Household Staff (GSB5) x 3	<ul style="list-style-type: none"> General household chores and duties: dusting, laundry, upholstery Meal management and planning Assist in running errands and identifying items to be purchased for the household (grocery and food items, cleaning materials and consumables, tools and equipment) Keeping inventory of items and supplies to be restored Report on any facility problems; leakages, etc Gardening and general up keeping of the compound Any other duties as may be assigned 	Technical/Vocational Certificate in relevant fields (Housekeeping, Gardening, General Services, Catering, or areas of study related to the tasks to be assigned)	Three (3) years relevant work experience in similar organizations preferably in international working environments
Chief Procurement Officer (P3)	<ul style="list-style-type: none"> Implementation of the proceedings of the Tender Board in accordance with the African Union Procurement Guidelines Follow-up on the Implementation of tasks allocated by the Tender Board to the sub-committees such as the Local Tender Board, Evaluation Committee, Opening Committee and Inspection Committee Take minutes and keep records of Tender Board meetings Function as desk officer on all Tender Board issues and develop a system of keeping archives of bid documents and other Tender Board matters Prepare Tender documents in liaison with the Head of Departments in accordance with AUC regulations and internationally accepted standards and procedures Prepare requests for bids for tenders not requiring the usual Tendering process on the basis 	<p>Master's degree in Management, Procurement, Supply Chain, Law, Commerce, Business Administration or Public Administration</p> <p>Or</p> <p>Bachelor's degree in similar studies with 8 years relevant experience and 3 years at Supervisor level</p> <p>Experience in web-based management / ERP system, such as SAP.</p>	5 years post qualification experience in Procurement, Supply Chain, Public Procurement, Administration out of which 3 years should be at a supervisory level

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Produce periodic statements on the work of the Tender Board in reference to executed contracts and procurements approved 		
Procurement Officer (P2)	<ul style="list-style-type: none"> Initiate procurement of required goods and services in accordance with AU regulations and internally accepted standards and procedures Prepare bid documents for goods and services to be procured by way of tendering In consultation with user departments, prepare requests for quotations for goods and services not requiring the Tendering process Reconcile suppliers' account on a regular basis and initiate action on accounts receivable/ payable as the case may be Track orders to ensure prompt delivery of services Produce periodic statements on purchase orders and status of execution of contracts Initiate action on regular update of vendors list Initiate action on shipment of personal effects of staff members on initial recruitment or shipment of items on behalf of the Commission Prepare periodic reports on procurement activities Participate in bid evaluation committees Conduct Procurement training 	<p>Master's degree with in Procurement, Law, Commerce, Finance/Accounting/Business administration, Economics, Engineering</p> <p>Or</p> <p>Bachelor's Degree in similar studies.</p>	<p>2 years' experience within a major Government, International Organization, large Public or Private sector organization</p> <p>Or</p> <p>5 years relevant experience</p>
Junior Procurement Officer (P1)	<ul style="list-style-type: none"> Assist in providing technical and policy advice on all aspects of procurement; prepare purchase orders Undertake regular survey of new Suppliers, products and prices in the local market; Reconcile Suppliers account on regular basis, and initiate action on accounts receivable/payable 	<p>Bachelor's Degree in Procurement and Supply, Business Administration, Logistics</p> <p>A professional certificate and affiliation to a relevant procurement professional body will be an added advantage.</p>	<ul style="list-style-type: none"> 2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare and finalize purchase orders, memos, receiving reports and other relevant procurement documents • Review invoices to determine compliance with purchase orders and receipt of goods/services • In absence of the Procurement Expert, attend the Local Tender Boards as Secretary 		
Procurement Assistant (GSA5)	<ul style="list-style-type: none"> • Prepare and obtain quotations and samples for locally procured items whose purchase is not subjected to the Tendering process • Track orders to ensure prompt delivery; Produce periodic statements on purchases such as monthly status of purchase orders; Initiate action on clearance of imported items for the organ • Assist in preparing and distributing invitations to tender and in managing/conducting all aspects of the bidding proposal and evaluation process 	Diploma in Procurement and Supply Chain, Business Administration, Logistics Or Bachelor's Degree in Procurement and Supply Chain, Business Administration, Logistics A professional certificate and affiliation to a relevant procurement professional body will be an added advantage.	5 years' relevant experience Or 2 years relevant experience
Principal Travel Officer (P4)	<ul style="list-style-type: none"> • Responsible for business travel for staff on mission, recruited or separating leaving the AfCFTA, and contracts air travel, hotel reservations, procurement of goods and services and shipping operations • The unit is also responsible for managing ground transportation for airport transfers • Ensure the smooth functioning of the official travel for organ staff during missions, assumption of duty and end of service; and also oversee corporate 	Master's Degree in Transportation, Logistics, Fleet management or related fields of study. Or Degree in Transportation, Logistics, Fleet management or related fields of study.	Eight (8) years work experience in a senior clinical role, including at least five (5) years as a specialist/consultant in Internal Medicine. 10 years relevant experience which 6

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>agreements with airlines, corporate Travel Card services; and hotel and restaurant reservations</p> <ul style="list-style-type: none"> • Update the SAP Travel system with details of the travel policy and airfares and hotel rates as negotiated with airlines and major hotel chains • Negotiate preferential corporate air fares with air lines represented in the host country and all locations • Negotiate partnership agreements for corporate airfares with airlines • Prepare and ensure signature of the contracts; input the negotiated tariffs in Amadeus and ensure their proper application and utilization by the organs • Analyze travel data and statistics • Prepare periodic statistics reports (monthly, quarterly, and annual); calculate savings made in relation to the tariff ceilings authorized under the travel policy. - prepare requests for waivers and analyze the costs of exceptions granted by Managers with regard to travel 		<p>years should be expert/specialist level and 3 years at supervisory level</p>
Senior Travel Officer (P3)	<ul style="list-style-type: none"> • Processing of travel arrangement for the organs officials, staff and invitees'/meeting participants and others • Processing Travel request verification and Purchase Orders • Processing verification of all invoices submitted by travel agencies or Airlines before they are sent for payment • Ensuring timely settlement of invoices after reconciliation of the accounts of the travel agencies and airlines 	<p>A University Master's Degree in Transportation, Logistics, Fleet management or related fields of study.</p> <p>Or</p> <p>A University Degree in Transportation, Logistics, Fleet management or related fields of study.</p>	<p>7 years of progressively responsible experience</p> <p>10 years of progressively responsible experience out of which 3 years are at a supervisory level in a</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Liaising with the Directorate of PBFA on the payments of travel services rendered to the commission • Maintaining efficient records reconciliation of all tickets and MCO issued as well as the unused one • Preparing and submitting monthly, quarterly and yearly reports relating to all official travel activities of the Commission • Initiating the communication between the Airlines and the Commission as well as appropriate correspondences with Suppliers of Air Travel Services • Expediting contracts MOUs with the Suppliers of Air Travel Services and overseeing the contract management aspects in order to ensure compliance • Distribute tasks, supervise and carry out performance evaluation of staff under the Travel Unit 		similar international organization.
Travel Officer (P1)	<ul style="list-style-type: none"> • Oversee the administration of all official Mission and entitlement travel requests and processing of shipment requests • Oversee and review the work of Travel Assistants for accuracy and correct application of the relevant rules and regulations • Review travel claims and supporting documentation for completeness, accuracy, validity and conformity with United Nations rules prior to approval and certification • Coordinate with the Finance Section, regarding reimbursement of travel, which took place after the financial period was completed 	A University Degree in Transportation, Logistics, Tourism Administration, Fleet management or related fields of study.	2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Closely liaise with Certifying Officers (TSA), Travel Shipment Processors (TPO), and Travel Claim Processors (TCP) • Prepare and coordinate amendments to existing obligations as and when required, ensuring validity of budget allotment and cost centers assigned • Compile data and information and prepare travel related reports for various clients groups on regular basis • Coordinate with the appropriate office for clarification or additional information and meet with substantive sections or from troop contributing countries in order to discuss the details of particular claims and to explain the nature of problems, delays and backlogs when occurred • Ensure that the established Invitation to Bid (ITB) system is complied with and that airline tickets are purchased at the most competitive market prices • Advise substantive sections/offices, and other relevant staff of arrival information 		
Travel Assistant (GSA5)	<ul style="list-style-type: none"> • Assist with the day-to-day functions of the Travel and Accommodation Unit to coordinate travel-related matters within the mission • Assist with the administration of all official mission travel, including the processing of requests for border clearance • Calculate airfare, excess baggage entitlements, terminal expenses, daily subsistence allowance for staff and dependents travelling on missions, etc • Provide information to staff on the most direct and economical routes and plan routings and itineraries accordingly • Review travel claims and supporting documentation for completeness, accuracy, 	<p>A University Diploma in Transportation, Logistics, Fleet management Tourism Administration or related fields of study.</p> <p>Or</p> <p>A University Degree in Transportation, Logistics, Fleet management or related fields of study.</p>	<p>3 years experience in administrative work in similar international organizations.</p> <p>Or</p> <p>2 years experience in administrative work in similar international organization</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>validity, and conformity with AU rules prior to forwarding them to the Finance Section</p> <ul style="list-style-type: none"> • Coordinate with the Finance Section regarding reimbursement of travel • Associate claims with travel authorizations or other obligation documents • Prepare amendments to existing obligation documents as and when required • Ensuring validity of budget allotment and object expenditure codes assigned • Review the information management system towards ensuring that no claim is duplicated and that arrangements are made to collect charges for any deviation from the authorized itinerary • Establish reimbursable amounts for each travel • Coordinate with the appropriate office for clarification or additional information and meet with officials from substantive offices in order to discuss the details of particular claims, and to explain the nature of problems, delays and backlogs • Verify that services provided by the airline authorities are rendered satisfactory and in accordance with the contract before processing invoices for payment • Ensure that the established Invitation to Bid (ITB) system is complied with and that the airline tickets are purchased at the most competitive market prices • Coordinate all official travel initiated via AU aircraft • Advise substantive offices, and other relevant staff of arrival information. 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Asset Management Officer (P1)	<ul style="list-style-type: none"> • Vocabulary, and codification of fixed assets and conduct periodic physical Verification • Manage analysis and performance monitoring of effectiveness and implementation of assets control procedures • Ensure accountability and proper tracking of assets in conformity with the AUC procedures • Maintain updated fixed assets data base • Identify and implement solutions to problematic areas of assets control process, and foresee that an effective support organization for asset control system and control is sustained • Reporting on issues relating to Fixed Assets (acquisition, request for change, request for disposal) • Act as a focal personal for annual physical verification of assets • Custodian for the keys of the main storehouse assets section • Draft correspondences as required • A member to a Receiving & Inspection Sub-committee 	A University Bachelor's Degree in Business Administration, Public Administration, Supply Chain or related fields of study.	2 years of qualifying relevant experience
Stock and Asset Management Clerk (GSA4)	<ul style="list-style-type: none"> • Plan and organize the overall operation of warehouses and inventory management • Reconcile regularly balance between inventory records and physical count • Maintain all store operation related documents • Maintain copy of receipt and issue vouchers to finance department such as delivery order, transfer sheet and goods receiving notes • Coordinate periodic stock taking and inventory counting. 	<p>Diploma in Supply Chain or related fields of study</p> <p>Bachelors Degree Supply Chain or related fields of study with 1 year of relevant experience</p>	3 years of relevant experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Initiate purchasing cycle at the appropriate time so that materials required are never out of stock Prepare periodic report on the warehouse operation, inventory flow and consumption trends Receive and inspect all purchased items in terms of quality and quantity against the purchase order documents and tracks damages and discrepancies Maintain the cleanliness and safety of the store areas thereby maintaining a clean and healthy working environment Collect damaged and used items from all work units and warehouse properly Initiate and handle disposal of used properties Conduct market assessment and propose best means of disposing properties Prepare a report on status of the acquired properties and used assets' sales process 		
Senior Information Technology Officer (P3)	<ul style="list-style-type: none"> Plan and direct major communications systems projects relating to AfCFTA's IT systems and modules Provide expert advice on complex systems analysis and design, identify the need for new systems (or modifications to existing systems) and respond to requests from users Prepare plans and operational implementation for communication strategies relating to AFCFTA Ensure an efficient and effective communication information system is implemented and adhered to deliver in a timely manner Ensures that service levels for all applications are defined and properly managed and that performance either meets or exceeds agreed targets. Ensures continuity of service through the 	<p>Master's degree in Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>Or</p> <p>Bachelor's degree in similar studies with 8 years relevant experience and 3 years at Supervisor level</p> <p>Experience in web-based management / ERP system, such as SAP.</p>	<p>5 years post qualification experience out of which 3 years should be at a supervisory level</p> <ul style="list-style-type: none">

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>development, maintenance and testing of a proper Information and Communications Technology (ICT)</p> <ul style="list-style-type: none"> • Develop a continuity plan, including business impact analysis, strengthening of the existing infrastructure, set-up of full disaster recovery capability and maintenance of up-to-date procedures • Ensure IT security for all application systems to maintain integrity of information and minimize impact of security vulnerabilities and incident • Ensure the integrity of hardware and software configuration through the maintenance of an accurate and complete configuration repository • Develop plans for feasibility assessment, requirements specification, design, development and implementation, including project plans, schedules, and time and cost estimates, metrics and performance measures. • Track and monitor project progress against the Information Technology team's plan, requirements, quality measures, standard and processes • Liaise with users on all aspects of IT issues during all phases of development and implementation • Provide professional leadership and work direction to assigned project team, and/or mentor and supervise the work of new/junior officers and contract staff • Actively involved in the execution of the most complex aspects of the project (e.g. systems analysis, development, and programming) • Oversee development of document and database structures, ensuring that all design aspects are 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>addressed and control and security mechanisms are established</p> <ul style="list-style-type: none"> • Develop, implement and monitor information standards and guidelines, including testing paradigms • Prepare technical and user documentation for entire systems and interdependent applications, prepare training materials and detailed technical presentations • Keep abreast of developments in the field and determine the need for testing and evaluating new products and technologies, provide leadership on introducing technological changes and prepare various technical reports 		
Digital Apps Development Officer (P2)	<p>Design, build and maintain AU social media presence in line with corporate policies and manage existing and new social media platforms.</p> <p>Deliver a wide range of digital marketing projects including organic optimisation, social media, paid search, blog implementation and link building</p> <p>Work with the Creative Officers, webteam and MIS teams to develop apps and content for mobile platforms and applications</p> <p>Develop a lead generation plan that will increase traffic to AfCFTA Secretariat digital platforms as well as development of databases that will assist the African Union to communicate more effectively in a targeted manner</p>	<p>University bachelor's degree in marketing management, Computer Science; IT System Development; Web Development or other relevant fields of study</p> <p>or</p> <p>University master's degree in marketing management with 2 (two) years proven</p> <p>Professional certification in Apps development, Digital Marketing is an added advantage.</p>	<p>5 years of relevant experience</p> <p>or</p> <p>2 years' experience of relevant experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Collaborate with webteam to create landing pages and optimize user experience</p> <p>Evaluate emerging technologies on Apps development and provide advise and perspective for adoption where appropriate.</p>		
Information Technology Officer (P1)	<ul style="list-style-type: none"> • Oversee installation, configuration, maintenance, and troubleshooting of backend hardware, software, and peripheral devices • Interact with vendors and contractors to secure network products and services under support. • Conduct research on network products, services, protocols, and standards in support of service procurement and development efforts • Manage all datacenter hardware and equipment, including DC routers, switches, etc. • Works independently to support all servers providing connection services for the entire organization. • Maintains DNS, SMTP, DHCP, domain controllers, active directory applications, printing, mail, and web servers; SharePoint servers, and FTP services, VMWare services for the organization • Installs, manages, and administers mission-critical databases, which contain confidential enterprise information, IP address allocation tables, Ethernet card addresses and other relevant data • Ensures secure operation of all servers and services through the use of security and encryption tools such as SSH, SSL, PGP, IPSec and through extensive staff training and documentation. 	<p>Bachelor's Degree in Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>With professional certification.</p>	<ul style="list-style-type: none"> • 2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Monitors system logs and activity on all servers • Replaces defective hardware on servers as necessary. • Meets regularly with other IT operators to assess system maintenance and development, prioritize work and plan future development • Manages Windows account maintenance including additions, changes and removals • Maintains integrity of Windows accounts and data on the organization's file server. Performs recovery when required • Manages Windows security features to protect confidential information while allowing appropriate access • Researches, installs, and tests software updates and patches to supported applications and various operating systems as per the organization's policy • Updates software and hardware inventory and documents any and all changes to either. • Develops and maintains service level agreements with the various user departments and organization business units • Works closely with others within the IT function to define metrics which are used to measure the efficiency and effectiveness of the service operating environment • Fulfills departmental requirements in terms of providing work coverage and administrative notification during periods of personnel illness, vacation or education • Performs at or above the enterprise's Information Technology performance standards 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Information System Officer (P1)	<ul style="list-style-type: none"> Oversees the design and implementation of the enterprise wide IT services (Enterprise Mail, Active Directory, Virtualization, Management and Monitoring system, automated deployment system, Integration with third party solutions, backup, recovery, etc.) Manages the additions to and changes in those services as required to support both strategic and business unit plans Manages the restoration of service and data as the result of systems failures whether local or remote Provides tools, policies and procedures for both local and remote service resources, security, backups, and business resumption plans Develops service level agreements (SLAs) for both internal and external users of all services and resources in order to provide measures for accountability and cost Identifies and initiates resolutions to user and business problems and concerns associated with services, hardware and related software to the user's satisfaction by meeting or exceeding SLAs Plans and coordinates the purchase, installation and implementation of servers and related hardware and software according to the organization's standards and procedures Maintains software and hardware registration and inventory to provide upgrades as necessary and ensure appropriate records are maintained Maintains current technical expertise in the rapidly changing ICT technology and utilizes state of the art techniques when implementing solutions 	<p>Bachelor's Degree in Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>With professional certification.</p>	<ul style="list-style-type: none"> 2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepares monthly status reports quantitatively reporting results of staff and business unit activities, i.e. metrics that give visibility to performance, utilization, reliability, availability, and budget • Recognizes and identifies potential areas where existing policies and procedures require change, or where new ones need to be developed, especially regarding future business expansion • Directs the evaluation, selection and installation of automation tools throughout the enterprise 		
Information Technology Assistant (GSA5)	<ul style="list-style-type: none"> • Perform onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair for remote users as needed • Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels • Assess the need for and implement performance upgrades to PC boxes, including the installation of CPUs, I/O and NIC cards, hard disks, printers, hard drives, RAM, memory chips, CD-ROMs, and so on • Collaborate with LAN technician's/network administrators to ensure efficient operation of the AUC's desktop computing environment • Where required, administer and resolve issues with associated end-user workstation networking software products • Receive and respond to incoming calls, pages, and/or e-mails regarding desktop problems 	<p>Diploma in Similar Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>Or</p> <p>Bachelor's Degree in Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>With professional certification.</p>	<ul style="list-style-type: none"> • 5 years of professional experience <p>Or</p> <p>2 years of professional experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Answer to and perform moves, adds, and changes requests as they are submitted by the service desk officer • Ensure that physical desktop connections (i.e. RJ-45 Ethernet jacks, RJ-11 telephone modem jacks, connectors between PCs and servers, etc.) are in proper working order. • Prepare tests and applications for monitoring desktop performance, then provide performance statistics and reports <p>Tasks</p> <ul style="list-style-type: none"> • Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations • Develop and maintain an inventory of all IT equipment e.g. monitors, keyboards, hard drives, modems, switches, routers, vc equipment, servers and other components and equipment. • Accurately document instances of desktop equipment or component failure, repair, installation, and removal • Follow up on delivery of equipment procured for the division and facilitate to clear them for subsequent deployment and operation 		
Information System Assistant (GSA5)	<ul style="list-style-type: none"> • Perform onsite analysis, diagnosis, and resolution of complex desktop problems for end users, and recommend and implement corrective solutions, including offsite repair for remote users as needed • Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software in order to deliver required desktop service levels • Assess the need for and implement performance upgrades to PC boxes, including the installation of 	<p>Diploma in Similar Information Systems; Computer Science; IT Engineering; or other related fields</p> <p>Or</p> <p>Bachelor's Degree in Information Systems; Computer Science; IT</p>	<ul style="list-style-type: none"> • 5 years of professional experience <p>Or</p> <ul style="list-style-type: none"> • 2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>CPUs, I/O and NIC cards, hard disks, printers, hard drives, RAM, memory chips, CD-ROMs, etc</p> <ul style="list-style-type: none"> • Collaborate with LAN technicians/network administrators to ensure efficient operation of the AUC's desktop computing environment • Where required, administer and resolve issues with associated end-user workstation networking software products • Receive and respond to incoming calls, pages, and/or e-mails regarding desktop problems. • Answer to and perform moves, adds, and changes requests as they are submitted by the service desk officer • Ensure that physical desktop connections (i.e. RJ-45 Ethernet jacks, RJ-11 telephone modem jacks, connectors between PCs and servers, etc.) are in proper working order. • Prepare tests and applications for monitoring desktop performance, then provide performance statistics and reports <p>Tasks</p> <ul style="list-style-type: none"> • Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations. • Develop and maintain an inventory of all IT equipment e.g. monitors, keyboards, hard drives, modems, switches, routers, vc equipment, servers and other components and equipment. • Accurately document instances of desktop equipment or component failure, repair, installation, and removal • Follow up on delivery of equipment procured for the division and facilitate to clear them for subsequent deployment and operation 	<p>Engineering; or other related fields</p> <p>With professional certification.</p>	

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Security and Facility Management [P3]	<ul style="list-style-type: none"> Facilities Management: Develops standards for the management including Commercial use of the AUC proprieties and assets Verify that all contracts and agreements comply with AU policies and procedures; Oversee the coordination of the program and the management of the calendar of events of Centers Prepares and manages the budget of the Unit; Prepares the financial plan and manage the resource allocated to the Unit Oversees the leasing and renting of space and proprieties; Ensures that the financial and other resources of the facilities are efficiently managed and safeguarded Ensures that all services of the Conference facilities are to international standards including food and beverages, events, functions and meetings Security: Ensure the safety and security of personnel and assets Establish close working relations with the host government, security agencies and forces of the host country, commercial security companies, embassies and international organizations; Develop and implement security systems for the organ Ensure that security equipment and procedures are consistent with the procedures and standards of the AU Prepare and update the security plan, contingency plan, security risk assessments, and minimum operating security standards (MOSS) 	<p>Master's degree in Security Studies; Building and/or Automation Engineering; Civil Engineering or other related fields</p> <p>Or</p> <p>Bachelor's degree in similar studies with 8 years relevant experience and 3 years at Supervisor level</p> <p>Experience in Police or Military Security Services</p>	<p>5 years post qualification experience out of which 3 years should be at a supervisory level</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Manage security arrangements for meetings, conferences and events in which the organ and its personnel are involved • Maintain continuing awareness of prevailing local security conditions, identifying probable threats and advising AU staff, project personnel and others as relevant to follow appropriate preventative steps • Manage the provision of regular security briefings and determine need for, and provide training and advice to AU staff on residential security measures • Manage and supervise the investigation of security-related incidents • Establish procedures for and conduct investigations on all deaths and all accidents and incidents in which mission staff have been victims of crime • evaluate effectiveness of prevailing fire safety measures in effect in assigned areas of responsibility, including fire prevention devices, fire-fighting equipment, and evacuation plans 		
Facility Maintenance and Management Officer (P1)	<ul style="list-style-type: none"> • Conduct necessary inspection upon safety equipment arrival as per specifications and communicate defaults to the concerned bodies 	Bachelor's Degree in Building and/or Automation Engineers;	<ul style="list-style-type: none"> • 2 years of professional experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Carry out preventive maintenance activities to minimize possibilities for equipment malfunctioning; Coordinate the assembling; disassembling and maintenance of safety facilities Recommend outsourcing of maintenance works when necessary and follow up its proper execution; Request for the purchase of materials and spare parts for in house maintenance activities Prioritize and plan maintenance activities based on urgency and availability of budget Execute predefined programs and activities of the division; Assist in the overall management of the division 	<p>Civil Engineering; Marketing or other related fields</p> <p>With professional certification.</p>	
Facilities Management Assistant (GSA3)	<ul style="list-style-type: none"> Assist and coordinate facility employees and contractors as needed for events. Set up, maintain, and organize department's central files, information, filing, and messages Prepare and maintain RFP's (Request for Proposal), bid information, and other contract documents for event facilitation and coordination Assist in compiling Compile, publish, implement, and measure the planned facility services plan Review facility service contracts/agreements and ensure terms and conditions are implemented. Assist in planning the need and feasibility of additions, modifications and alterations to existing facilities and equipment Works with other department to address compliance issues regarding facility services. Identify areas for improvement in terms of providing facility services. Coordinate and plan essential central services such as reception, security, maintenance, mail, 	<p>Technical/Vocational Certificate in relevant fields</p> <p>Facilities Maintenance or areas of study related to the tasks to be assigned)</p>	<p>Three (3) years relevant work experience in similar organizations preferably in international working environments</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	archiving, cleaning, catering, waste disposal and recycling as appropriate. <ul style="list-style-type: none"> Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences 		
Housekeeping and functions Assistant (GSA3)	<ul style="list-style-type: none"> Plan and execute events; coordinate catering services providers, maintain 24hrs on call status during events Manage the inventory of facilities upon attendee arrival and departure to assess and calculate damages Plan weekly events and communicate to stakeholders; prepare proposals, cost estimates, contracts, floor plans and invoices; manage and monitor functions calendar and ensure all events are processed, communicated and coordinated Interact with event planners, customers and stakeholders or event rentals, set up and returns; make recommendation to help improve housekeeping services; report any building repairs and maintenance issues 	Technical/Vocational Certificate in relevant fields (Housekeeping, Gardening, General Services, Catering, or areas of study related to the tasks to be assigned)	Three (3) years relevant work experience in similar organizations preferably in international working environments
Housekeeping and functions Helper (GSB6)	<ul style="list-style-type: none"> Maintain 24hrs on call status during events; manage the inventory of facilities upon attendee arrival and departure to assess and calculate damages Interact with event planners, customers and stakeholders or event rentals, set up and returns; make recommendation to help improve housekeeping services; report any building repairs and maintenance issues Personally carry out housekeeping duties in case of any form of emergency/urgency and/or shortage of staff 	Certificate in relevant fields (Housekeeping, Gardening, General Services, Catering, or areas of study related to the tasks to be assigned)	Three (3) years relevant work experience in similar organizations preferably in international working environments

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in operation execution of service providers (cleaning and janitorial, pest control landscaping and gardening) 		
Secretary GSA4	<ul style="list-style-type: none"> Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies Typing Speed: 50 words per minutes 	<p>experience in a Government, public sector or international organization</p> <ul style="list-style-type: none"> 2 years of relevant secretarial experience in a Government, public sector or international organization;
Security Officer (P2)	<ul style="list-style-type: none"> Monitor and research on the state of the security Monitor the state of security preparedness Update "security information system"; Establish regular contacts taking reports and analyzing developments regarding security Research current collateral security information from media, from the field and other sources on a daily basis Analyse accumulated information and maintain a continuous picture of evolving local, national and regional events affecting the security of staff Monitor predictive indicators and early warning type information; 	<p>Bachelor's Degree in Security Studies or related studies</p> <p>And Police or Military Studies; OR</p> <p>Masters Degree in Security Studies or related studies</p>	<p>5 years relevant experience</p> <p>OR</p> <p>2 years' experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Identify security, crime, political and military trends that would increase risk to staff Coordinate the draft of periodic and incidental reports Supervise the draft of a daily security developments report Prepare first draft briefs, notes, reports, studies and recommendation on critical issues of interest to senior management decision-making Follow up on the accumulation of data input for period trend reports Review first draft after-action reports following all incidents Monitor security-related preparedness and compliance of the organ Monitor the security planning and preparedness Determine if the appropriate equipment and resources are on hand to implement a Security Plan, particularly vehicles and emergency communication systems; Check that the information contained in Security Plan has been properly distributed to all staff and that key individuals are aware of and capable of performing all required actions Undertake or participate in security missions, as required, including high risk, to perform security assessments Perform any other duties as directed by supervisor(s) 		
Security Officer. (P1)	<ul style="list-style-type: none"> Monitor security staff by patrolling with them by auto or on foot; Monitor the electronic surveillance equipment used on the premises; Assign areas for security 	<p>Bachelor's Degree in Security Studies or related studies</p> <p>And Police or Military Studies;</p>	2 years' experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>staff to patrol and presents a list of potential problems the officers should be on the lookout for</p> <ul style="list-style-type: none"> • Work with staff to develop safety plans for the buildings that monitored • Lead periodic safety drills for employees and patrons in the business • Report daily activities and irregularities such as equipment or property damage or theft; • Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary • Operate detecting devices to screen individuals and vehicles and prevent passage of prohibited materials or articles into restricted areas 		<ul style="list-style-type: none"> •
VIP Protection (GSA5) x 3	<ul style="list-style-type: none"> • Monitor security staff by patrolling with them by auto or on foot • Monitor the electronic surveillance equipment used on the premises • Assign areas for security staff to patrol and presents a list of potential problems the officers should be on the lookout for • Work with staff to develop safety plans for the buildings that monitored • Lead periodic safety drills for employees and patrons in the business • Report daily activities and irregularities such as equipment or property damage or theft • Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary • Operate detecting devices to screen individuals and vehicles and prevent passage of prohibited materials or articles into restricted areas 	<p>Diploma</p> <p>Or</p> <p>Bachelor's Degree in Security Studies or related studies</p> <p>And Police or Military Studies;</p>	<p>5 years relevant experience</p> <p>OR</p> <p>2 years' experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Security Operation Officer (P1)	<ul style="list-style-type: none"> Create or implement security standards, policies, and procedures; Identify, investigate, or resolve security breaches; Respond to medical emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures; Monitor and ensure a sound, ethical environment; Plan, direct, or coordinate security activities to safeguard company assets, employees, guests, or others on company property Engineer, install, maintain, or repair security systems, programmable logic controls, or other security-related electronic systems Perform risk analyses so that appropriate countermeasures can be developed; Conduct security audits to identify potential vulnerabilities related to physical security, staff safety, or asset protection; Provide system design and integration recommendations 	<p>Bachelor's Degree in Security Studies; Information systems; Security Systems or related studies</p> <p>And Police or Military Studies;</p>	2 years' experience
Receptionist/Secretary/Cashier (GSA4) x 2	<ul style="list-style-type: none"> Type and proof read documents, reports, correspondences, messages, queries, etc. Receive and draft responses to routine correspondences for the signature of the Supervisors Receive guests/ visitors/ staff and provide them with basic information on relevant issues and procedures Maintain a proper filing and recording system for all incoming and outgoing mail and documents Answer and screen telephone calls/E-mail messages and ensure follow up with Supervisors and partners 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial</p> <p>Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Typing Speed: 50 words per minutes</p>	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or international organization;</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Keep an up-to-date diary of appointments for Supervisors and other senior staff of respective duty station Keep equipment in use in good condition and report on defects for Maintenance and other necessary action Provide day- to- day routine administrative services to various work units of the Office Perform reception services 		
Control Room Operations Assistant (GSA5) x 2	<ul style="list-style-type: none"> Responsible for performing skilled technical work in the installation, maintenance, repair, modification, and testing of access control, closed circuit television (CCTV) and security systems hardware and software Mount and fasten control panels, door and window contacts, sensors, and video cameras, and attach electrical and telephone wiring in order to connect components Ensure the efficient working of the control room by ensuring that all work is undertaken in compliance with the operating procedures, current legislation and the codes of practice. Ensure that the control room and all equipment is maintained satisfactorily at all times by ensuring that faults are remedied as soon as practicable Ensure the accurate recording of all events and actions monitored from within the control room including the maintenance of daily logs Monitor CCTV cameras to provide shift cover/additional support when operationally necessary (e.g. busy times, staff absence) Keep the management information system up to date and produce monthly/quarterly performance reports, as required. 	Diploma or Bachelor's Degree in Security Studies; Information systems; Security Systems or related studies And Police or Military Studies;	5 Years or 2 years' experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensure that video footages are stored securely under the Data Protection regulations and maintain the security of the control room environment. • Understand and comply with the requirements of legislation that govern CCTV operations in order to maintain the security and integrity of the company's CCTV System. • Evaluate existing and emerging technology that can be used to enhance security systems. • Monitor security staff by patrolling with them by auto or on foot. • Monitor the electronic surveillance equipment used on the premises. • Assign areas for security staff to patrol and presents a list of potential problems the officers should be on the lookout for • Work with staff to develop safety plans for the buildings that monitored. • Lead periodic safety drills for employees and patrons in the business. • Report daily activities and irregularities such as equipment or property damage or theft. • Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary • Operate detecting devices to screen individuals and vehicles and prevent passage of prohibited materials or articles into restricted areas 		
Patrol and Intervention (GSA5)	<ul style="list-style-type: none"> • Monitor security staff by patrolling with them by auto or on foot • Monitor the electronic surveillance equipment used on the premises 	Diploma or Bachelor's Degree in Security Studies; Information systems;	5 Years or 2 years' experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assign areas for security staff to patrol and presents a list of potential problems the officers should be on the lookout for Work with staff to develop safety plans for the buildings that monitored Lead periodic safety drills for employees and patrons in the business Report daily activities and irregularities such as equipment or property damage or theft Warn persons of rule infractions or violations and apprehend or evict violators from premises, using force when necessary Operate detecting devices to screen individuals and vehicles and prevent passage of prohibited materials or articles into restricted areas 	<p>Security Systems; Safety and Security or related studies</p> <p>And Police or Military Studies;</p>	
Security System Maintenance Officer (P1)	<ul style="list-style-type: none"> Engineer, install, maintain, or repair security systems, programmable logic controls, or other security-related electronic systems Recommend improvements in security systems or procedures; Perform risk analyses so that appropriate countermeasures can be developed; Conduct security audits to identify potential vulnerabilities related to physical security, staff safety, or asset protection Provide system design and integration recommendations; Inspect, operate, or test machinery or equipment to diagnose machine malfunctions Dismantle machines, equipment, or devices to access and remove defective parts, using hoists, cranes, hand tools, or power tools Perform routine maintenance, such as inspecting drives, motors, or belts, checking fluid levels, 	<p>Bachelor's Degree in Security Studies; Information systems; Security Systems or related studies</p> <p>And Police or Military Studies;</p>	2 years' experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> replacing filters, or doing other preventive maintenance actions Diagnose mechanical problems and determine how to correct them, checking blueprints, repair manuals, or parts catalogs, as necessary 		
Threat, Emergency, Planning & Response Officer (P2)	<ul style="list-style-type: none"> Identify, receive and gather essential safety and security related information from various open and; closed sources and devices, systems or inputs and verify, analyze and correlate the data, and characterize the information into reports that can be disseminated Follow political, security, and other newly emerging developments in all regions of Africa, as well the safe and secure operation of AU and its assets Create and manage a safety and Security information database and produce regular reports, document and analyze trends in safety and security incidents; Operation Center (EOC) database with incident data i.e. Daily Shift Report (DSR), Security Incident Report(SIR), News from different sources etc. Stay alert for the latest and breaking news 24/7 Develop and standardize “good practice” checklists for priority threats and share relevant security resources; Operate Digital Sender as required 	<p>Bachelor’s Degree in Safety and Security Studies; Information Systems; Early Warning Systems; or related studies</p> <p>And Police or Military Studies;</p> <p>OR</p> <p>Masters Degree in Safety and Security Studies; Information Systems; Early Warning Systems; or related studies</p>	<p>5 years relevant experience</p> <p>OR</p> <p>2 years’ experience</p>
Occupational and work Environment Safety Officer (P2)	<ul style="list-style-type: none"> Identify hazards in the workplace; Collect samples of potentially toxic materials for analysis; Inspect and evaluate workplace environments, equipment, and practices for compliance with corporate and government health and safety standards and regulations 	<p>Bachelor’s Degree in Occupational Health; Safety and Security Studies related studies</p> <p>And Police or Military Studies;</p> <p>OR</p>	<p>5 years relevant experience</p> <p>OR</p> <p>2 years’ experience</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Design and implement workplace processes and procedures that help protect workers from potentially hazardous work condition Investigate accidents and incidents to identify their causes and to determine how they might be prevented in the future; Conduct training on a variety of topics such as emergency preparedness Establish and promote maintenance of safe and healthy working conditions in a business through formulating general safety, fire prevention and health policies and measures; Devise and coordinate safety programs that will increase proficiency in safe practices and promote safety consciousness Assist line management personnel in meeting their obligations under the relevant Occupational Health & Safety legislation, such as ongoing safety education, hazard identification and elimination Coordinate ongoing training for safety and environmental awareness at all levels of the workforce and regularly verify that tasks are correctly executed; Coordinate training for Emergency Response Teams set up in workplaces 	Masters Degree in Degree in Occupational Health; Safety and Security Studies related studies	
Secretary (GSA4)	<ul style="list-style-type: none"> Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, 	<p>experience in a Government, public sector or international organization</p> <p>2 years of relevant secretarial experience in a Government, public sector or</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	Secretarial and Clerical related studies <ul style="list-style-type: none"> Typing Speed: 50 words per minutes 	international organization;
FINANCE			
Director – Finance [D1]	<ul style="list-style-type: none"> Develops and executes the overall strategy for the department and ensures alignment with overall organizational strategy Manages and supervises employees within the directorate, ensures the timely delivery of the directorate's goals and effective staff performance evaluation Drives the implementation and monitoring of policies, strategies and programs to contribute to the effective implementation of relevant AU Policy Organs Decisions Ensures the delivery of the directorate's annual targets in line with the organization's overall goals and maintains robust departmental monitoring and evaluation systems Provides technical leadership and ensures efficient functioning of all Divisions within the department/directorate Manages the work of the Department/Directorate and supervises direct reports to ensure their effective performance in line with the organization's performance management policy and system 	Master's university degree in the fields of Accounting; Finance or related discipline Membership of an internationally recognized professional accounting body (CA, CPA, ACCA, CIMA, Exper-Comptables and so on)	15 years extensive and relevant work experience in positions dealing with financial planning, budgeting, accounting and management in an international organization; This experience should include at least 7-years work at managerial level position.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Leads the directorate/department and ensures effective management of personnel, budget, performance, program quality, employee relations matters and training in conformity with relevant rules, policies and procedures • Builds and maintains good working relations and collaboration with other directorates/departments • Develops and maintains regular working relations with senior stakeholders in Member State and partner institution • Coordinates meetings between the organization and relevant partners • Ensures the preparation of periodic financial and budget execution reports and other reports; • Ensures the effective management of funds contributed to the organization • Implements and Maintains thematic partnerships in support of the mandate of the Directorate • Develops and oversees policy development and guidelines in line with the organization's legal framework • Designs policies consistent with the AU's strategic goals and mandate in order to address the pertinent issues in the relevant area • Prepares and oversees integrated programs, projects and overall activities of the organization • Maintains a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent • Develops and maintains standard operating procedures (SOP's) for the department 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Manages risks, develops mitigation measures and ensures business continuity of the department/directorate. 		
Secretary (Bilingual) [GSA5]	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU. Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies with 3 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization, or international non-governmental organizations.</p> <p>Candidates who are holder of bachelor's degree in Administrative Services, Office Management, Secretarial and Clerical related studies are required to have a minimum of 2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations.</p>	<p>3 years or 2 years</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>
Senior Record Assistant GSA3	<ul style="list-style-type: none"> Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee Scan and digitize in-coming mail and records Sort, organize, maintain, store and retrieve office records accurately 	<ul style="list-style-type: none"> A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution 	3 years relevant work experience in Registry/Records Management or clerical duties.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Create and ensure appropriate records electronically classification • Ensure records categorization according to the File Plan • File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 	<ul style="list-style-type: none"> • Candidates' holder of a bachelor degree in Office Management/Administration or Records Management from a recognized institution is required 	1-year relevant experience in Registry/Records Management or clerical duties.
Administrative Assistant [GSA5]	<ul style="list-style-type: none"> • Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation, 	Diploma in Business Management, Business Administration or any related	3 years of relevant work experience in administrative and/or secretarial work.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Coordinates and/or engage in technical assistance and/or logistical work</p> <ul style="list-style-type: none"> Assists in the creation, improvement and maintenance of operational processes and systems, prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p> <ul style="list-style-type: none"> 	<p>2 years of relevant work experience in administrative and/or secretarial work.</p> <ul style="list-style-type: none">
Head of Division - Accounting, Budget & Financial Management [P5]	<ul style="list-style-type: none"> Supervises and manages the employees of the division with regard to activity implementation and performance evaluation Designs strategies and policies consistent with the Department's goal in order to address the pertinent issues in the relevant area Contributes to the development of the departmental business continuity plan and ensure implementation at division level Ensures risk management and mitigation Designs and plan policy programs to achieve the strategies Guide in the preparation and implementation of the International Public Sector Accounting Standard (IPSAS) 	<p>A Master's Degree in Finance, Accounting, Business management/Administration or related field.</p>	<p>twelve (12) years of relevant work experience of which seven (7) years at managerial level and four (4) years at supervisory level;</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Develops new and expand on existing activities as components of the strategies and policies; • Addresses problems in arising to current approaches to relevant area; • Engages stakeholders within Members States and RECs in designing and implementing strategies • Represents the organisation and explain its position at conferences • Mobilises funding from all donors to use to execute strategies and activities • Contributes to the preparation of periodic financial and budget execution reports and monitor budget execution at division level. • Supervises and manage the employees of the division with regard to organisation and performance evaluation • Designs strategies and policies consistent with the Department's goal in order to address the pertinent issues in the relevant area • Contributes to the development of the departmental business continuity plan and ensure implementation at division level • Ensures risk management and mitigation • Designs and plans policy programs to achieve the strategies • Develops new and expand on existing activities as components of the strategies and policies; • Addresses problems in arising to current approaches to relevant area; • Engages stakeholders within Members States and RECs in designing and implementing strategies • Represents the organisation and explain its position at conferences 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Mobilises funding from all donors to support execution of strategies and activities of the Division • Prepares periodic financial and budget reports and monitor budget execution at division level. • Participates in the formulation, monitoring and presentation of budgets for controlling funds to implement program objectives • Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested. • Reviews program budgets periodically to analyze trends affecting budget needs. Prepares comparative analyses of programs by analyzing costs in relation to and recommendations for budget revisions • Provide advice and guidance, involving training, to staff on budgetary and financial policies and procedures, including results based budgeting; • Monitor budget implementation and determine or recommend reallocation of funds when necessary • Plan and discuss with staff their work programme, and evaluate their performance 		
Principal Accounting and Reporting Officer [P4]	<ul style="list-style-type: none"> • Supervises and manages the general accounting activities, establishment of effective internal controls while ensuring statutory compliance in all accounting initiatives • Leads end-of-period accounting closure activities and supports the analysis of the periodical business performance, budgets, and forecasts • Plays a leading role in creating and enhancing financial policies and procedures across the accounting department as well as the wider Finance department 	<p>A Master's degree in Accounting, Financial Management or related field</p> <p>Or</p> <ul style="list-style-type: none"> • A Bachelor's degree in Accounting, Financial Management or related field. 	<p>Ten (10) years of experience in Finance, Accounting and Financial Management out of which six (6) years at managerial level and three (3) years at supervisory Level.</p> <p>Or</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Ensures that there is consistency in procedures and policies across the accounting department and that these policies are appropriately set for the achievement of the business's overall goals and objectives Manages compliance with International Public Sector Accounting Standards (IPSAS) of the complete financial reporting function of the Organization which includes a number of different and diverse operations and interrelated accounts of the financial system Monitors changes in regulatory framework of Accounting and initiate relevant updates to the IPSAS Policy Framework, AU Financial Rules and Regulations, Administrative Instructions, Circulars and to the Accounting Manual Provides authoritative advice, financial interpretations and corrective actions in response to audits and other queries to ensure adherence to IPSAS Monitors changes in regulatory framework of Accounting and initiate relevant updates to the IPSAS Policy Framework, AU Financial Rules and Regulations, Administrative Instructions, Circulars and to the Accounting Manual Supervises end-of-period processes and supports the analysis of the periodical business performance, budgets, and forecasts Prepares annual financial report/statements of African Union Commission and African Union Produces monthly management report and any adhoc report as requested 		<p>Twelve (12) years of experience in Finance, Accounting and Financial Management out of which six (6) years at managerial level and three (3) years at supervisory Level</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensures timely reconciliation of bank accounts, payables and receivables & settlement of Travel and Imprest Accounts • Coordinates internal and external auditors for audit of the AU Financial Reports and records and ensures implementation of audit recommendations • Provides advice, financial interpretations and corrective actions in response to audits and other queries to ensure adherence to AU Financial Rules and Regulations (FRR) and IPSAS., • Custodian of documentation of all financial books and records • Prepares monthly cash forecasts and other relevant financial reports for management use; • Calls for Investment meetings each quarter in order to guide the committee to place surplus cash into worthwhile investments • Prepares monthly investment report and submit to management • Prepares the Division annual budget and submit for consideration and corresponding approval • Reviews the system effectiveness and recommend improvements in order to mitigate identified risks • Reviews and monitors payments systems to ensure payables including payroll and disbursements are processed timely and all exceptions are dealt with promptly and timely • Manages the customer relationship with all finance institutions and banks to ensure integrated payments/disbursement (including bank online platforms) systems are operating smoothly: • Authorises all payments as a key primary signatory in Category AU of the FRR 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensures compliance with FRR of the AU and financial policies • Manages a multi-functional team of finance professionals • Maintain and continually improving systems, processes, and procedures of financial management, internal controls and administrative services of AU • Properly reporting and safeguarding AfCFTA's financial resources and ensuring effectiveness and efficiency in all financial matters • Authorizes all Payments of AfCFTA and ensures timely processing of Secretariat payroll; • Administers Systems of all Online Banking of AfCFTA • Ensures the preparation and timely submission of financial reports and other interim reports on the financial situation of the Union • Ensures timely preparation of statement of Bank reconciliation and addressing all reconciling items on time • Reviews and authorizing all bank transfers (International and Local) and ensuring sufficient cover of foreign exchange is in place at all times • Prepares cash flow projections on a regular basis and handles auditors both Internal and External • Investigates significant variation between actual and projected cash positions and any errors with the bank accounts or cash book ledgers • Prepares, uploads and communicates monthly SAP exchange rate report • Serves as signatory of all Global banks of and Bank Relationship manager for AU 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Provides strategic advice and guidance on issues of financial management Manages cash and other current assets- forecasting the cash inflows and outflows to ensure that there is neither shortage nor surplus of cash with the organisation; Ensures that there are adequate financial controls over cash resources by applying control over finances through ratio analysis, financial forecasting, expenditure and surplus control Supports mobilisation of financial resources from partners to ensure both programme and operational needs are adequately funded Supervises the process of payments (payables) and disbursements and ensure all payments and expenditures Reviews applicable policies, systems and controls for adequacy, being up to date and operational effectiveness Supervises and Manage a multi-functional team of finance professionals 		
General Ledger Payables and Receivables [P2]	<ul style="list-style-type: none"> Maintains the accounts payable and accounts receivable systems in order to ensure complete and accurate records Updates accurate financial records Provides hands on support for efficient and effective financial, budget, and fund management process Answers inquiries related to finance issues to various stakeholders Produces regular financial reports as required or requested Collects and analyzes financial data for forecasting, budgeting, cost reduction analysis 	<ul style="list-style-type: none"> A Bachelor's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. 	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <ul style="list-style-type: none"> two (2) years of work experience in the r

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Produces consistent and accurate supporting schedules and reconciliations for all general ledger accounts • Conducts a detailed periodic review of the general ledger activities and make accurate and timely corrections in the financial records to be audit-ready at all times • Ensures timely reconciliation of all controls accounts • Records and reviews journal entries, analyzing general ledger accounts, recording adjusting journal entries and accruing expenses each month • Ensures all monthly closing schedules are audit ready. Provide information and documentation to the Internal and External Auditors; Assist in the implementation of internal and external audit recommendations • Responsible for the day to day accounting functions relating to accounts payable and accounts receivable • Oversees the timely reconciliation of all accounts payable and accounts receivable transactions, including analyzing regularly the aged analysis and take remedial actions to address long outstanding issues • Responsible for the calculation of the accruals and prepayments and the adjustment of transactions in line with IPSAS. Ensure accounts receivable and accounts payable balances are IPSAS compliant at all times • Responsible for year-end closure activities for accounts receivable and accounts payable 	<ul style="list-style-type: none"> • 	<p>relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Acts as knowledge expert on SAP Accounts Receivable Module and Accounts Payable Modules. Performs other duties as assigned 		
Assistant Accountant [GSA5]	<ul style="list-style-type: none"> Provides support in the preparation of periodic Financial Statements of Partners funded programme Maintains and generates accurate financial records, in line with the approved accounting standards, guidelines, AU FRR Analyzes all financial supporting documents received and ensure their proper filing Reconciles receivables and payables from partner's funds Provides ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date Reconciles expenses to source documents, ensure that commitments on imprest and travel advances do not outstanding for long period Provides support in ageing analysis of receivables and payables from Partners' funds Prepares initial draft responses to external and internal audit queries and assist in the implementation of audit findings Prepares initial draft data for financial reports and assists in performance of various clerical duties Provides support in ensuring that settlement of imprest, travel claims and other advances for Partners funded programmes are in place Posts journal entries into the SAP system and reconcile interoffice accounts Follows-up with internal and external audit reports related to any reconciliation issues raised in reports 	<ul style="list-style-type: none"> A Diploma in Accounting, Finance Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting, Finance Banking & Finance or related filed. 	<ul style="list-style-type: none"> three (3) years of relevant work experience two (2) years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepares Financial Reports for consideration by the Supervisor • Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately • Performs any other duties as may be assigned 		
Assistant Accountant [GSA5]	<ul style="list-style-type: none"> • Provides support in the preparation of periodic Financial Statements of Partners funded programme • Maintains and generates accurate financial records, in line with the approved accounting standards, guidelines, AU FRR • Analyzes all financial supporting documents received and ensure their proper filing • Reconciles receivables and payables from partner's funds • Provides ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date • Reconciles expenses to source documents, ensure that commitments on imprest and travel advances do not outstand for long period • Provides support in ageing analysis of receivables and payables from Partners' funds • Prepares initial draft responses to external and internal audit queries and assist in the implementation of audit findings • Prepares initial draft data for financial reports and assists in performance of various clerical duties • Provides support in ensuring that settlement of imprest, travel claims and other advances for Partners funded programmes are in place 	<ul style="list-style-type: none"> • A Diploma in Accounting, Finance Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance Banking & Finance or related filed. 	<ul style="list-style-type: none"> • three (3) years of relevant work experience • two (2) years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Posts journal entries into the SAP system and reconcile interoffice accounts • Follows-up with internal and external audit reports related to any reconciliation issues raised in reports • Prepares Financial Reports for consideration by the Supervisor • Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately • Performs any other duties as may be assigned 		
Bank reconciliation Officer [P2]	<ul style="list-style-type: none"> • Leads the investigation and follow up of all outstanding items on bank reconciliation statements and report to the Unit Head of Financial Reporting • Supervises and analytically identify old and irrecoverable amounts on bank reconciliation and advise how best to resolve them • Provides monthly summary of bank reconciliations for review by Unit Head of Financial Reporting in addition, verify the reliability and accuracy of bank balances in the general ledger and trial balances • Works closely with Financial Management unit and ensure that adequate internal controls are maintained in the opening and closing of new and old bank accounts • Monitors bank charges and all banking activities in order to detect irregularities and fraud; • Participates in statutory and special audits of AfCFTA • Liaises with the Finance officer in charge of Accounts Receivable and Accounts Payables to 	<ul style="list-style-type: none"> • A Bachelor's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> • A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. 	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <ul style="list-style-type: none"> • two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>investigate and correct long outstanding balances posted from bank reconciliation</p> <ul style="list-style-type: none"> Ensures that cash balances are accounted for in accordance with International Public Sector Accounting Standards (IPSAS) Ensures the timely reconciliation of Bank Accounts Maintains accurate and complete cash balances in the general ledger and trial balances in line with the AU FRR and IPSAS Performs other related duties as required. 		
Assistant Accountant [GSA5]	<ul style="list-style-type: none"> Provides support in the preparation of periodic Financial Statements of Partners funded programme Maintains and generates accurate financial records, in line with the approved accounting standards, guidelines, AU FRR Analyzes all financial supporting documents received and ensure their proper filing Reconciles receivables and payables from partner's funds Provides ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date Reconciles expenses to source documents, ensure that commitments on imprest and travel advances do not outstanding for long period Provides support in ageing analysis of receivables and payables from Partners' funds Prepares initial draft responses to external and internal audit queries and assist in the implementation of audit findings Prepares initial draft data for financial reports and assists in performance of various clerical duties 	<ul style="list-style-type: none"> A Diploma in Accounting, Finance Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting, Finance Banking & Finance or related filed. 	<ul style="list-style-type: none"> three (3) years of relevant work experience two (2) years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Provides support in ensuring that settlement of imprest, travel claims and other advances for Partners funded programmes are in place Posts journal entries into the SAP system and reconcile interoffice accounts Follows-up with internal and external audit reports related to any reconciliation issues raised in reports Prepares Financial Reports for consideration by the Supervisor Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately Performs any other duties as may be assigned 		
Fixed Assets Officer [P2]	<ul style="list-style-type: none"> Create and monitor a system of controls, procedures and forms for recording fixed assets Recommend to Management any updates to accounting policies related to fixed assets management Record fixed assets acquisitions and dispositions in accounting system Track project costs in fixed assets accounts and close out those accounts once the related projects have been completed Reconcile the balance in the fixed assets subsidiary ledger to the summary-level account in the General Ledger on a monthly basis Calculate and run depreciation for all fixed assets Review and update the detailed schedule of fixed assets and accumulated depreciation. Planning, participation and interaction of the financial, procurement, logistical, asset/inventory management 	<p>A Bachelor's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field.</p> <p>Or</p> <p>A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field.</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <ul style="list-style-type: none"> two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Participate in periodic physical inventory counts of fixed assets • Investigate the potential obsolescence of fixed assets and make recommendation of disposal to management • Maintain accurate fixed assets balance including aging, month/year-end closing, accounts reconciliations, asset improvement and assessing capitalization decisions • Prepare audit schedules and resolve audit issues identified by External Auditors, prepare depreciation and other fixed assets-related entry adjustments • Ensure that all inventory transfers are appropriately accounted for • Research and identify operational issues that affect fixed assets accounting as well as recommend ways of improving the existing systems and processes 		
Senior Disbursement Officer [P3]	<ul style="list-style-type: none"> • Provides support in the preparation and Implement the programmes developed out of the Secretariat strategic plan • Ensures effective coordination and implementation at various levels • Liaise with Member States, Regional Economic Communities (RECs) and other stakeholders including relevant matters • Prepares and develops reports, budget and work programmes related to the functioning of the AfCFTA • Provides support for the development of resource mobilization strategy with stakeholder's coordination 	<ul style="list-style-type: none"> • A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> • A Bachelor's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field 	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Or</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Manages and supervises employees under his/her supervision with regard to organization and performance evaluation Conducts complex analysis and generate accurate reports in a timely manner for the organization internal use Liaises with the various Departments/Units of the Secretariat for coordination and alignment purposes Prepares budgets for the department in accordance with relevant frameworks Supports the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required Contributes to the development of strategies, policies, programmes and plans 		
Disbursement Finance Officer [P2]	<ul style="list-style-type: none"> Reviews the SAP and other process workflows to ensure payment requests are executed timely and any delays are investigated and resolved timely Assigns tasks to staff and periodically review their work to ensure payments are completed timely Undertakes periodic reviews of the vendor master data to ensure the data base is up-to-date and accurate for the bank data and all corresponding details Reviews the list of signatories and ensure an updated list is kept both in hard copy and on all online platforms Reviews the payroll and ensure month to month variances are reconciled and that the Statutory Net Payable Account is zeroed out Reviews the Audit recommendations and ensure the tracker is updated as requested 	<ul style="list-style-type: none"> A Bachelor's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. 	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <ul style="list-style-type: none"> two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Reviews the supplier/customer accounts (payables/receivables) and ensure the list is valued correctly and that rights and obligations are ascertained • Ensures obligations that are settled are fully supported by the FRR and approved documents while ensuring that the corresponding services and goods have been received except where advances apply • Authorizes payments in SAP ERP and as a signatory • Undertakes timely setting up of Staff Objectives at the beginning of the year and ensure both midterm and year end reviews are completed timely • Ensures all fund related financial plans, invoices, reports, and other documents are accurate, timely, and consistent with the AU fund management standard • Prepares and file the fund's prospectus • Maintains and updates all the financial documents (reports, plans) and ensure confidentiality of project financial information • Confirms availability of funds for all requests for payment or charges to grants • Participates in all award-specific audit and donor assessments • Reviews and consolidates financial reports for distribution to appropriate stakeholders • Prepares periodic financial reports • Supervises orderly liquidation and dissolution of the fund, when required • Ensures provision of professional services to vendors/suppliers in an efficient manner and at the same time ensuring that financial systems and 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>controls in place within the office are adequate and operate all the time</p> <ul style="list-style-type: none"> Provides support in maintain and updating all the financial documents and ensure confidentiality of the financial information Ensures all financial obligations ranking for payments are discharged off timely and accurately by effecting appropriate releases in SAP ERP Ensures SAP ERP (payment system) is working correctly and embedded controls are functioning all the time and any exceptions are investigated and followed up while also providing support as regards administering rights (review, revoke and add rights on the online platforms) on all the bank platforms Provides support in ensuring the regulatory framework documents including applicable policies in use are up-to-date and adequate Ensures data veracity for all transactions posted and vendor records maintained for the conduct of effective audit exercises 		
Staff Benefits Section Finance Officer [P2]	<ul style="list-style-type: none"> Collates the salary JVs of each month and submit them for further processing including posting Verifies the net due to each staff and the corresponding bank data and submit the amount payable to each for authorization Reviews the Statutory Net Payable (SNP) to Zero after Processing the Bank Transfers and non HQ salary payments Submits for transfers amounts relating to other deductions such as pension, credit union Processes other salaries for non-AU hired staff (Staff Association and health officers) 	<p>A Bachelor's degree in business administration, finance, accounting or related field</p> <p>Or</p> <p>Master's degree in business administration, finance, accounting or related field.</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage.</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Processes advances (all types), installation and separation allowances, car loans and others Processes DSA, Imprest and other staff related payments Investigates monthly variance reports and provide a report Reviews the payroll Bank Transfer details for each staff every 6months Sets up performance objectives and undertake performance reviews for both mid-year and final Maintains all payroll related accounts (Regular, Short Term and Other) including journal entries Reviews and reconciles the processed payroll for discrepancies Undertakes monthly payroll reconciliation Process payroll deductions (pensions, insurance etc) for remittance Collects, calculates and enters data in order to maintain and update payroll information Supervises and Provides leadership to the staff of the sub-unit 		
Financial Management Assistant [GSA5]	<ul style="list-style-type: none"> Collects and collates DSA payables (Airline and agents) in readiness for posting/release Gathers imprests in readiness for payment Collates and vets inter office payables prior to release Process interbank Transfers Maintains data veracity in SAP Service Missions and process all other payables Reviews documents for completeness and process all payables (PTSD); Process all inter office payments and undertakes Continuous Vendor clearing 	<ul style="list-style-type: none"> A Diploma in Accounting, Finance Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting, Finance Banking & Finance or related filed. 	<ul style="list-style-type: none"> three (3) years of relevant work experience two (2) years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Periodically review all open items in vendors and take appropriate action as required Process VAT and Telephone receivable claims Safeguards all vouchers including supporting documents for review by both internal and external auditors Provides support in the preparation of financial reports and assists in performance of various clerical duties Settles imprest, travel claims and other advances for Partners funded programmes Ensures ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date Prepares responses to external and internal audit queries and assist in the implementation of audit findings Posts journal entries into the SAP system and reconcile interoffice accounts Analyses and uploads bank data onto the SAP Bank Module from prepared excel files Participates in the preparation of Bank reconciliation reports Investigates and follow up all outstanding items on statement reports of bank reconciliation; Follows-up with internal and external audit reports related to any reconciliation issues raised in reports Follows-up periodic currency revaluation procedures on SAP system Processes and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Processes monthly payroll and related staff emoluments Keeps and updates financial records of the office Maintains updated Personnel data (staff contract, leave management, up-to-date personnel information...) Maintains up to date files for service providers/contracts Journalize monthly exchange and bank charges on the various payments effected through Foreign and Local bank accounts Adjusts the local bank balance at the end of each month Prepares Financial Statements to be audited Prepares Financial Reports for consideration by the Supervisor Ensures that accurate and complete accounting reporting and internal control systems are functioning and that all relevant records are maintained accurately Perform any other duties as may be assigned 		
Secretary GSA4	<ul style="list-style-type: none"> Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, 	<ul style="list-style-type: none"> Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies .3 years of relevant secretarial Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies 	<p>experience in a Government, public sector or international organization</p> <ul style="list-style-type: none"> 2 years of relevant secretarial experience in a Government, public sector or international organization;

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures</p> <ul style="list-style-type: none"> • Draft initial requests on provision and maintenance of office facilities and materials 	<ul style="list-style-type: none"> • Typing Speed: 50 words per minutes 	
Assistant Accountant [GSA5]	<ul style="list-style-type: none"> • Provides support in the preparation of periodic Financial Statements of Partners funded programme • Maintains and generates accurate financial records, in line with the approved accounting standards, guidelines, AU FRR • Analyzes all financial supporting documents received and ensure their proper filing • Reconciles receivables and payables from partner's funds • Provides ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date • Reconciles expenses to source documents, ensure that commitments on imprest and travel advances do not outstanding for long period • Provides support in ageing analysis of receivables and payables from Partners' funds • Prepares initial draft responses to external and internal audit queries and assist in the implementation of audit findings • Prepares initial draft data for financial reports and assists in performance of various clerical duties • Provides support in ensuring that settlement of imprest, travel claims and other advances for Partners funded programmes are in place • Posts journal entries into the SAP system and reconcile interoffice accounts 	<ul style="list-style-type: none"> • A Diploma in Accounting, Finance Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance Banking & Finance or related filed. 	<ul style="list-style-type: none"> • three (3) years of relevant work experience • two (2) years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Follows-up with internal and external audit reports related to any reconciliation issues raised in reports Prepares Financial Reports for consideration by the Supervisor Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately Performs any other duties as may be assigned 		
Senior Finance Officer-Treasury [P3]	<ul style="list-style-type: none"> Field bank accounts and cash provision are safeguarded and optimized Internal controls and risk mitigation for banking and cash fraud in the field are strengthened; Operational needs and requirements for all field bank accounts and cash operations are analyzed and documented Contextual banking solutions for integrated field bank account and cash management are documented Oversight on cash operations is performed, and recurrent audit recommendations relating to banking are addressed Appropriate banking and service providers for banking and cash operations are evaluated The electronic banking payment infrastructure for field bank accounts is streamlined To analyze and document contextual bank account structures and cash management requirements the headquarters and at the field level To assist with the evaluation and selection process of banking and cash financial service 	<ul style="list-style-type: none"> A Master's degree in Finance/Accounting or related field <p>Or</p> <ul style="list-style-type: none"> A Bachelor's degree in Finance/Accounting or related field 	<p>Seven (7) years of relevant work experience out of which 3 years at supervisory level.</p> <p>Ten (10) years of relevant work experience out of which 3 years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>providers in the field, in co-ordination with negotiated corporate banking contracts</p> <ul style="list-style-type: none"> • To analyze and draft standard operating procedures for banking and cash management • To provide technical banking requirements to the field, to enhance the development of banking and cash management infrastructure systems • To process the opening and closing of field bank accounts, and document selection and structure of local cash provision at the field level • To administer the submission of authorized banking signatories to local banks at the field level 		
Finance Officer-Treasury [P2]	<ul style="list-style-type: none"> • To monitor local compliance with AfCFTA's policies and processes for banking and cash management • To develop standard operating procedures for cash operations in the field, and to determine and validate operational banking requirements for the various environments: a) standard; b) in remote locations; and c) in emergency operations • To develop specific procedures and financial guidance notes to ensure due diligence to mitigate banking and cash related fraud • To monitor and evaluate performance of local financial service providers and recommend modification and/or termination of banking agreements • To support cash management in the field with the compilation of technical and functional evaluation of operational banking and cash delivery environment • To analyse and document technical banking environments for compliance with local banking regulatory, settlement and clearing requirements 	<ul style="list-style-type: none"> • A Bachelor's degree in Finance, Accounting, Banking& Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> • A Master's degree in Finance, Accounting, Banking& Finance, Business Administration, or related field. 	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> To provide integrated enhanced automated banking payment and disbursement infrastructure to the field and, in this context, to assist with important liaison and coordination functions with the regional/representational offices directly To conduct research and in-depth analysis of key audit and oversight matters and recurring recommendations relating to banking and cash management To monitor the status of progress in measures taken by the field to address these audit recommendations To assist the field and contribute to appropriate and timely responses to internal and external audit recommendations and reports To maintain records on all operational requirements on field banking and cash operations To liaise and coordinate with the field and with the Accounting unit on all technical and functional integration activities of banking and cash management, to ensure accurate and complete general ledger accounts To promote best practice in banking and cash management and disseminate related procedures To carry out any other duties, as requested 		
Certifying Officer (P2)	<ul style="list-style-type: none"> Act as certifying officer with responsibility for the correctness and propriety of all payments as prescribed in the financial rules and regulations; To pre-audit all payrolls, claims and other financial transactions upon certification by the authorized person that the amount is due and unpaid according to the records and information; To review receipts, adjustments and disbursements from Departments/Directorates of the Commission; 	<p>Bachelors degree in Accounting, Auditing, Finance or a recognised professional qualification such as ACCA, CPA, CA, CIMA or equivalent</p> <p>Or</p>	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Assist in identifying, assessing and monitoring risks and implementing the necessary controls in order to keep the risk exposure to an acceptable level control all expenditures to ensure that budget appropriations are not overspent; contribute to the review of financial rules; regulations, policies and procedures, for the effective implementation of the accounting and financial management systems; Establish controls, using policy guidelines and generally accepted accounting standards, for the prevention of waste, fraud and mismanagement provide accurate and reliable information and explanations to audit queries 	A Master's in Accounting, Auditing, Finance or a recognised professional qualification such as ACCA, CPA, CA, CIMA or equivalent	two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage
Treasury Assistant [GSA 5]	<ul style="list-style-type: none"> Collates and vets inter office payables prior to release Process interbank Transfers Maintains data veracity in SAP Service Missions and process all other payables Reviews documents for completeness and process all payables (PTSD) Process all inter office payments and undertakes Continuous Vendor clearing Periodically review all open items in vendors and take appropriate action as required Safeguards all vouchers including supporting documents for review by both internal and external auditors Provides support in the preparation of financial reports and assists in performance of various clerical duties Settles imprest, travel claims and other advances for Partners funded programmes 	<ul style="list-style-type: none"> A Diploma in Accounting, Finance, Banking & Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting or Finance, Banking & Finance or related filed. 	<ul style="list-style-type: none"> three (3) years of relevant work experience in the areas of Accounting or Finance. two (2) years of relevant work experience in the areas of Accounting or Finance.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensures ageing analysis of imprest and travel claims on a regular basis to keep clean and up to date • Prepares responses to external and internal audit queries and assist in the implementation of audit findings • Posts journal entries into the SAP system and reconcile interoffice accounts • Analyses and uploads bank data onto the SAP Bank Module from prepared excel files • Participates in the preparation of Bank reconciliation reports • Investigates and follow up all outstanding items on statement reports of bank reconciliation; • Follows-up with internal and external audit reports related to any reconciliation issues raised in reports • Follows-up periodic currency revaluation procedures on SAP system • Processes and verify all bank payment and ensure that the accompanying supporting documents are complete and accurate • Processes monthly payroll and related staff emoluments • Keeps and updates financial records of the office • Maintains updated Personnel data (staff contract, leave management, up-to-date personnel information...) • Maintains up to date files for service providers/contracts • Journalize monthly exchange and bank charges on the various payments effected through Foreign and Local bank accounts 		

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Adjusts the local bank balance at the end of each month reporting and internal control systems are functioning and that all relevant records are maintained accurately Perform any other duties as may be assigned 		
Principal Budget Planning & Program Reporting Officer [P4]	<ul style="list-style-type: none"> Provide data analysis to facilitate the preparation of cost estimates and budget proposals, based on AfCFTA strategic directions Provide support to Head of division with respect to the elaboration of resource requirements for budget submission Consolidate and present the annual budget for approval Provide advice and guidance, involving training, to staff on budgetary and financial policies and procedures, including results based budgeting Ensure that the budget allocation per activity as posted in SAP is in line with the approved budget Release the budget and accounting documents postings in SAP, by checking their correctness to ensure accuracy of recorded data Ensure the availability of funds in line with the initiation process of any activity Monitor budget implementation and determine or recommend reallocation of funds when necessary Carry a mid-term review of the budget in consultation with all Units, in line with change in AfCFTA mandate during the period Prepare and submit status of allotments on a monthly basis for the overall budget Monitor expenditures to ensure that they remain within the authorized amount 	<p>A Master's degree in Accounting, Financial Management or related field</p> <p>Or</p> <p>A Bachelor's degree in Accounting, Financial Management or related field.</p>	<p>Ten (10) years of experience in Finance, Accounting and Financial Management out of which six (6) years at managerial level and three (3) years at supervisory Level.</p> <p>Or</p> <ul style="list-style-type: none"> Twelve (12) years of experience in Finance, Accounting and Financial Management out of which six (6) years at managerial level and three (3) years at supervisory Level

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare and submit on a monthly, bimonthly, quarterly and annually basis a performance report on budget implementation with details related to each Unit, as well as differentiating between operational and programme budget • To ensure that Preparation of interim and yearend financial statements accurately and timely as indicated in the grant agreement • Prepare the required financial statements and supporting schedules and makes available documents and financial information to internal and external auditors • Review designated accounts and other bank accounts and ensure that Bank reconciliations on time for all partner accounts • Facilitating the completion of annual audit of project financial statements on time • Making sure that all fixed assets acquired by project funds are kept safe and are provided with identification number • Prepare explanations for major budget variances 		
Financial Review and Monitoring Officer (Programme Funds) [P2]	<ul style="list-style-type: none"> • Maintains the accounts payable and accounts receivable systems in order to ensure complete and accurate records • Updates accurate financial records • Provides hands on support for efficient and effective financial, budget, and fund management process • Responds to inquiries of related to finance issues to various stakeholders • Produces regular financial reports as required or requested • Collects and analyzes financial data in such areas as forecasting, budgeting, cost reduction analysis 	<ul style="list-style-type: none"> • A Bachelor's degree in Finance, Accounting, Banking& Finance, Business Administration, or related field. <p>Or</p> <ul style="list-style-type: none"> • A Master's degree in Finance, Accounting, Banking& Finance, Business Administration, or related field. 	<p>five (5) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Provides requested information and documentation to auditors. And implement audit recommendations and respond to audit queries Performs other related duties as required, like adhoc reports, recruitment, etc. Reviews the monthly returns & Financial statements Ensure the availability of funds in line with the initiation process of any activity Monitor budget implementation and determine or recommend reallocation of funds when necessary Maintain all records and registers of assets, by ensuring accurate monitoring and reporting, including regular stocktaking Ensure that accurate and complete accounting, reporting and internal controls systems are functioning and that all relevant financial records are maintained; ad hoc reviews and reports to be submitted monthly Prepare end of monthly, bimonthly, quarterly and annual financial reports for the unit head review and circulation to stakeholders; Keep up-to-date on decisions/documents/reports/guidelines/issues that have a bearing on matters related to programme budgets, as appropriate, ensuring compliance with Policy Organs recommendations and decisions as well as with African Union policies and procedures 		areas, experience in supervisory will be an added advantage
Finance Officer [P2] x2	<ul style="list-style-type: none"> Manage a complete financial and administrative functions of the Office which would include a number of different and diverse operations and inter-related accounts of the financial system 	<ul style="list-style-type: none"> A Bachelor's degree in Finance, Accounting, Banking& Finance, Business Administration, or related field. 	five (5) years of work experience in the relevant areas, experience in

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Participate in planning and budgeting to ensure allocation of expenditure to the appropriate fund and monitor proper budget utilization to ascertain that budget appropriations are not overspent Process and verify all suppliers' payments and ensure that the accompanying supporting documents are complete and accurate Maintain banking, payroll and cash flow systems that is efficient and responsive, as well as preparing monthly bank reconciliations Process monthly payroll and related staff emoluments, ensuring that the AU Offices comply with all applicable human resource, labor, employment equity and payroll laws, policies and procedures Prepare monthly and annual Financial Reports / Statements for consideration of the AU Headquarters and Donors as well as the certification of general expenditures Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained accurately Perform any other financial related duties as may be assigned by supervisors 	<p>Or</p> <ul style="list-style-type: none"> A Master's degree in Finance, Accounting, Banking & Finance, Business Administration, or related field. 	<p>supervisory will be an added advantage</p> <p>or</p> <p>two (2) years of work experience in the relevant areas, experience in supervisory will be an added advantage</p>
Budget Assistant [GSA5] x 2	<ul style="list-style-type: none"> Analyze cost estimates and budget proposals, including programmatic aspects. Ensure compliance with the Strategic Framework and other legislative mandates. Monitor budget execution to ensure that they remain within authorized levels 	<ul style="list-style-type: none"> A Diploma in Accounting or Finance or related filed. <p>Or</p> <ul style="list-style-type: none"> Bachelor's degree in Accounting or Finance or related filed. 	<ul style="list-style-type: none"> three (3) years of relevant work experience in the areas of Accounting or Finance.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Prepare budget performance reports, analyzing variances between approved budgets and actual expenditures • Ensure compliance with the Financial Regulations and Rules and established policies and procedures • Provide substantive support to the Commission in budget formulation, review and presentation • Provides support in the preparation of periodic Financial Statements of Partners funded programme • Maintains and generates accurate financial records, in line with the approved accounting standards, guidelines, AU Financial Rules and Regulations • Provides support in ageing analysis of receivables and payables from Partners' funds • Prepares initial draft responses to external and internal audit queries and assist in the implementation of audit findings • Posts journal entries into the SAP system and reconcile interoffice accounts • Follows-up with internal and external audit reports related to any reconciliation issues raised in reports • Prepares Financial Reports for consideration by the Supervisor • Provides support in ensuring that settlement of imprest, travel claims and other advances for Partners funded programmes are in place 		<ul style="list-style-type: none"> • two (2) years of relevant work experience in the areas of Accounting or Finance.
Secretary GSA4	<ul style="list-style-type: none"> • Keeps diary of Director/head and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action, 	<ul style="list-style-type: none"> • Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies 	experience in a Government, public sector or international organization

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials 	<p>.3 years of relevant secretarial</p> <ul style="list-style-type: none"> Candidates who are holder of Bachelor's Degree in Administrative Services, Office Management, Secretarial and Clerical related studies Typing Speed: 50 words per minutes 	<ul style="list-style-type: none"> 2 years of relevant secretarial experience in a Government, public sector or international organization;
	INSTITUTIONAL MATTERS AND PROGRAMME COORDINATION		
Director – Institutional Matters and Programme Coordinator (D1)	<ul style="list-style-type: none"> To provide technical and strategic advice to the Secretary General and to the AfCFTA Institutions by providing support to all technical directorates. In addition, given the strategic importance of this position in carrying out the remaining AfCFTA negotiations, the Director shall have the following responsibilities: To provide technical and strategic advice to the Secretary General and to the AfCFTA Institutions; To advise the Secretary General on AfCFTA technical matters To design and develop innovative programmes and projects to assist the State Parties & non-State Parties in the negotiation of outstanding issues To provide independent and objective appraisals and reviews of State Parties' policies vis a vis the AfCFTA Agreement 	Master's degree Master's Degree in Economics, International Development Policy, International Trade, Project Management or any other appropriate related discipline	Fifteen (15) years of relevant progressively responsible work experience out of which eight (8) years should be at managerial level and 5 (five) years involving supervisory responsibilities

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> To Support the Secretary General in Development and Management of Programs; To Ensure Projects Execution To contribute to Capacity Development of the Institutions of AfCFTA To ensure daily management of the Activities of AfCFTA Institutions 		
Programme Management Officer [P2]	<ul style="list-style-type: none"> Provide appropriate conference facilities (venue booking, public address system, office equipment) and support services (contracting of translators and interpreters, secretarial staff) for all meetings of the various levels of the AfCFTA Institutions – where appropriate this will be done in co-operation with other directorates Ensure the timely distribution of supporting documentation for the meetings of the various levels of the AfCFTA Institutions and post-meeting minutes (Reports); Ensure that appropriate venues, public address and other conference facilities, translation and interpretation services, and secretarial support are provided for all meetings of the AfCFTA Institutions Refer all necessary clearances on the AfCFTA administrative and financial management systems to the office of the Secretary General once they have been approved by the Director Assist the Director to maintain and disseminate an up-to-date schedule of all current and future meetings of all levels of the AfCFTA Institutions Ensure the collection, preservation, referencing and filing of copies of all supporting documentation, short-term study reports and recommendations, agendas, minutes, and other 	<p>University bachelor's degree in economics, Statistics, Social Sciences, Programme or Project Management, Business Administration, or other relevant fields</p> <p>or</p> <p>University Master's degree in economics, Statistics, Social Sciences, Programme or Project Management, Business Administration, or other relevant fields</p>	<p>Five (5) years of experience in the field of socio-economic development, in similar institutions</p> <p>Or</p> <p>2 years relevant work experience in socio-economic development, in similar institutions.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>documents prepared for and used by all of the meetings of the various levels of the AfCFTA Institutions</p> <ul style="list-style-type: none"> Perform any other duties as may be assigned by the Director 		
Administrative Assistant [GSA5]	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>
Secretary (Bilingual) [GSA5]	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU Draft and proofread documents, reports, correspondences, messages, queries, etc in two AU official working languages as may be assigned by supervisors; Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and 	<p>Diploma in Administrative Services, Office Management, Secretarial and Clerical related studies</p> <p>Bachelor's degree in Administrative Services, Office</p>	<p>3 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization, or international non-</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>maintains proper correspondence at the Division, Prompts action,</p> <ul style="list-style-type: none"> Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents; Draft initial requests on provision and maintenance of office facilities and materials 	Management, Secretarial and Clerical related studies	<p>governmental organizations.</p> <p>2 years of relevant bilingual secretarial work experience in public organization, diplomatic mission, international organization or international non-governmental organizations.</p>
Senior Record Assistant GSA3	<ul style="list-style-type: none"> Receive, register, process and forward in-coming and out-going mail/correspondence to relevant addressee Scan and digitize in-coming mail and records Sort, organize, maintain, store and retrieve office records accurately Create and ensure appropriate records electronically classification Ensure records categorization according to the File Plan File all physical files including personnel (open and confidential), financial, legal files, and ensure their safe custody 	<p>A minimum of Diploma in Office Management/Administration or Records Management from a recognized institution.</p> <p>Bachelor's degree in office management/Administration or Records Management from a recognized institution is required to have 1 year relevant experience</p>	<p>3 years relevant work experience in Registry/Records Management or clerical duties.</p> <p>1 year at supervisory role (if position involves supervisory role such as security supervisor etc.)</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Ensure that accurate metadata elements of records are captured for upload onto the electronic records system for electronic filing • Create new folders and files and disposal of old files in accordance with the established retention schedule • Keep records safe and secure in a proper place • Maintain archives, ensure that files are properly stored and accessible • Maintain a log of all outgoing files to ensure documents are returned in time • Service departmental meetings and ensure distribution of working documents to meeting participants. • Ensure confidentiality and non-disclosure of records • Ensure that a reliable, accurate and efficient filing system is maintained in line with the Archives and Records Management Policy • Provide answers to queries by searching and retrieval of records • Maintain records system of files movements within the office 	in Registry/Records Management or clerical duties.	
STRATEGIC PLANNING RESOURCES MOBILIZATION AND PARTNERSHIPS DIVISION			
Head of Strategic planning resources mobilization and partnerships – P5	<ul style="list-style-type: none"> • Coordinate the development, implementation and delivery of AfCFTA Secretariat's long term and medium term strategic plan, consistent with the African Union Agenda 2063; • Foster institutionalization of Results oriented culture within the AfCFTA Secretariat; • Provide strategic guidance to the Directorates within 	Master's degree or equivalent in Economics, Finance, Project Management, Strategic Management or any related field of study	twelve (12) years of relevant progressively responsible work experience in Strategic Planning, Monitoring and Evaluation functions out of which

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>the AfCFTA Secretariat and the formulation of the directorates action plans and budget;</p> <ul style="list-style-type: none"> • Monitor and evaluate the implementation of the strategy across the AfCFTA Secretariat; • Produce the required periodic reports of the activities of the AfCFTA Secretariat and ensure that agreed deadlines for these reports are strictly adhered to; <ul style="list-style-type: none"> • Manage the Division's staff performance in accordance with rules and regulations of the African Union. • Manage risk within the division and recommend mitigation strategies; • Build continental and global partnerships relevant to AfCFTA Secretariat's mandate; • Contribute to the overall work of the AfCFTA Secretariat by playing an effective role in the Senior Management Team; <ul style="list-style-type: none"> • Develop a Monitoring and Evaluation tool on AfCFTA implementation by State Parties; • Ensure the preparation of mid-year and annual reports on the status of the implementation of AfCFTA within the Secretariat, Regional Economic Communities and State Parties; • Facilitate the mid and end-term evaluation the AfCFTA strategic plan; • Lead in the consultancy and feasibility studies of AfCFTA Secretariat's projects; • Attend technical and strategic meetings of the AfCFTA Secretariat; 		<p>seven (7) years should be at managerial level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Senior Resource Mobilisation & Partnerships Officer (P3)	<ul style="list-style-type: none"> Contribute to the wider efforts of the Division to ensure an enabling environment for partnerships including through improvements to systems for knowledge management, enhancement of internally and externally facing web sites, initiatives to foster operational links between AfCFTA Secretariat and AUC and other Organs Able to communicate partnership strategies, and efforts to improve the quality of data and reporting on resource mobilization and partnership. Coordinate an overall assessment inter alia with respect to the return on investment, and the identification of best practices, with a view to enhancing the impact of future support for field office resource mobilization Supports development of resource mobilization strategies targeted towards revenue raising with the private-public sector, private sector, donors and philanthropists Lead and execute advocacy materials and the backstopping of forward-looking research to enhance the capacity of public and private sector partnerships Promote teamwork and communication among staff through Resource Mobilization activities across AfCFTA Secretariat and other Organs of the Union 	<ul style="list-style-type: none"> University Master's Degree in Economics, or related fields of study, from a recognized Institution, OR University Bachelor's Degree in Economics, or related fields of study, from a recognized Institution, 	<p>7 years relevant work experience in an international or continental environment and 3 years of experience at a supervisory level. Additional or higher qualification in relevant field is an added advantage.</p> <p>10 years of relevant work experience in an international or continental environment and three (3) years of experience at a supervisory level</p>
Senior Monitoring and Evaluation Officer (P3)	<ul style="list-style-type: none"> Develop overall framework, for project monitoring and evaluation, and update the project log frame matrix, on programmes and strategy implementation against targets and key milestones (mid-term project review, impact assessment, final evaluation, data collection system, e.t.c.) 	<p>Master's degree or equivalent in Social Science, Statistics, Economics or other related fields from a recognized university</p> <p>OR</p>	<p>7 (seven) years of relevant work experience out of which 3 (three) years should be at a supervisory level and in the area</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Ensure that project indicators, targets, outputs and outcomes contribute and are aligned to the Project Document, AfCFTA Agreement and other relevant documents Review and compile monitoring reports, project progress reports, evaluation reports Provide technical support to staff members for all M&E related activities Design TOR, training materials, communication materials related to project and M&E System 	A University Bachelor's degree in Social Science, Statistics, Economics, or other relevant discipline.	<p>of programme/project management</p> <p>Or</p> <p>10 (ten) years of relevant work experience out of which 3 (three) years should be at a supervisory level in programme/ project management area of work</p>
Senior Strategic Planning Officer (P3)	<ul style="list-style-type: none"> Lead and implement Strategic Planning policy framework to meet statutory obligations and AfCFTA priorities Devise means to ensure quality assurance, review reports, baseline studies and evaluation reports. Establish operational procedures and work practices in relation to Strategic Planning Support Finance/Compliance Assistant on monitoring progress of financial management activities Direct the conduct of research into specific issues of relevance to AfCFTA Conduct detailed review of sectoral strategies to identify shortcomings, opportunities for synergies and lessons learned Ensure the alignment of corporate reporting systems including impact and outcome indicators in the AfCFTA Secretariat 	<ul style="list-style-type: none"> University Master's Degree in Economics, Partnership and International Development, International Cooperation, Programme or Project Management or related fields of study, from a recognized Institution, <p>OR</p> <ul style="list-style-type: none"> University Bachelor Degree in Economics, International Development or related fields of study, from a recognized Institution. 	<p>7 (seven) years of relevant professional work experience in an international or continental environment and 3 years of experience at a supervisory level.</p> <p>10 (ten) years relevant professional work experience in an international or continental environment and 3 (three) years of experience at a supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Contribute for developing and managing knowledge products (knowledge management) of project Explore, design, develop and pilot explores innovative approaches to data collections Generate and share lessons learned from innovative M&E data collection methods with the project team and beyond Fosters teamwork and communication among staff through Strategic Planning, across AfCFTA Secretariat and other Organs of the Union 		
Senior Internal Auditor [P3]	<ul style="list-style-type: none"> Conduct Internal Audit and Risk Management, performs internal audits of the AfCFTA Secretariat Provide guidelines and principles of auditing by understanding and documenting business processes, interpreting financial policies and procedures, governance practices, and regulatory obligations, evaluating compliance with laws, policies, procedures of the African Union Support the safeguarding of assets by reviewing the internal controls over those assets and verifying the existence of such assets Identify potential operational, financial, or compliance risks which warrant audit attention Contribute to the development of a total program of internal review and audit for the AfCFTA Secretariat by determining records and activities to be analyzed and planning work assignments for departmental audits Prepare audits report and advise on audit findings, participate in departmental and employee education in the area of internal controls and policy and in monitoring audit actions taken by management 	<p>Master's degree in Auditing or Accounting or Finance Management or Business Administration or related discipline</p> <p>Or</p> <p>Bachelor's degree in Auditing or Accounting or Finance Management or Business Administration or related discipline</p> <p>A relevant professional certification i.e. "Expert Comptable" or Chartered/Certified Public Accountant designation (e.g. ACCA, CPA, CIMA, CA, etc.) and affiliation to a relevant professional body will be an added advantage.</p>	<p>7years of work experience out of which 3 years at supervisory level in the field of Auditing, Accounting and Finance, of which at least 5 years should be in Auditing</p> <p>Or</p> <p>10 years of work experience out of which 3 years at a supervisory in the practice of auditing, of which at least 5 years should be in Auditing.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Conduct due diligence, contributes to the overall success of the AfCFTA Secretariat by working as a team member on audits and special projects and performing all other duties and responsibilities as assigned. 		
Monitoring and Evaluation Officer (P2)	<ul style="list-style-type: none"> Implement M&E plan of project to generate regular information related to progress of the project Provide technical support to project staff on implementing M&E plan and result framework. Liaise with project implementation and management to collect and analyze data and to determine progress achieved Track project's output and outcome level results on the periodic basis Work closely with implementing team for enhancing their capacity for proper data collection and reporting Undertake the quality control of project's implementing strategies and approaches Assist project team to prepare period reports of project through providing M&E related information Contribute for developing and managing knowledge products (knowledge management) of project Actively participate in global community of practice on innovative M&E practices Liaise closely with the Communications Division to ensure that lessons learned from project evaluations are documented properly 	<p>A Bachelor's degree in Monitoring and Evaluation, Economics, Statistics, Development Studies, Demography or Public Finance.</p> <p>OR</p> <p>A University master's degree Monitoring and Evaluation, Economics, Statistics, Development Studies, Demography or Public Finance.</p>	<p>5 (five) years of relevant work experience in the fields of Strategic Planning, Programme Management and Monitoring Evaluation within an international organization, with particular reference to the African situation.</p> <p>2 (two) years of relevant work experience at a specialist level in the fields of Strategic Planning, Programme Management and Monitoring Evaluation within an international organization, with particular reference to the African situation</p>
Junior Programme Officer (P1)	<ul style="list-style-type: none"> Monitor and report on the implementation of resource mobilization work plans Contribute towards continuous review of existing resource mobilization efforts and support in documentation of framework 	A University Degree in A University Degree in Monitoring and Evaluation, Economics, Statistics, Development Studies,	2 years of relevant work experience. or related discipline with at least 2 years of

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Follow up and provide guidance on the development and update of their resource mobilization plans and organize meetings on all plans to ensure coordination Work with monitoring and evaluation team to ensure implementation of plans according to set standards Identify duplication and contribute to the smooth coordination and information exchange on resource mobilization Contribute to the capacity building of State Parties in the area of resource mobilization and support for structured financing dialogues Maintain effective inter-department relationships and programmes to promote and strengthen coordinated funding support 	Demography or Public Finance or related discipline	relevant work experience.
WOMEN AND YOUTH IN TRADE, AND SMALL AND MEDIUM ENTERPRISES DIVISION			
Head of Division – Women and Youth in Trade and Small and Medium Enterprise [P5]	<ul style="list-style-type: none"> Provide guidance of for the Sector for SMEs, Women and Youth in Trade Direct towards the youth and women-owned business start-ups, SMEs in investment cycle, or other entities implementing vocational training programmes Contribute to efficient monitoring of projects and grants supported within the SMEs Sector and responsible for implementation of the assigned projects Contribute to the coordination of implementation of Sector activities with the Support Services Contribute to development of documentation and provision of inputs needed for implementation of the Sector activities Responsible for assessing and embedding social aspects into activities, including empowerment of 	Master's degree in Gender Studies, Development, Economics, Law, Development Studies or related Social Sciences field of study	<p>12 years of appropriate experience in the relevant field of the job with strong knowledge of African Development context at national, regional or international level of which at least 7 years should be at managerial level and 4 years at supervisory level.</p> <p>Experience in management of Youth</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>women and Youth, promotion of SMES and enhancement of impact on the local communities</p> <ul style="list-style-type: none"> • Support dialogue and cooperation between SMEs, State Parties, and other private and public sector stakeholders aiming at identification of opportunities for partnership and joint socio-economic development initiatives • Lead qualitative and quantitative analysis on the relevant policy and external developments as well as Sector performance 		<p>Development programmes is required</p> <p>5 years of experience in project management cycle especially in monitoring, evaluation and reporting is essential.</p> <p>Experience in programme development including policies, strategies and frameworks on youth development is essential.</p> <p>Experience in policy dialogue at the international, level as well as partnership building and resource mobilization</p>
Principal Officer – Women and Youth in Trade (P4)	<p>Lead new project development efforts on Women and Youth in Trade, including engagement with partner organizations and other stakeholders.</p> <p>Contribute to fundraising efforts by identifying funding opportunities and preparing concept notes and proposals; write progress reports for donors</p> <p>Support the Program Director and other team members on policy outreach by drafting policy notes,</p>	Master's Degree or Bachelor's Degree in Business Administration, Economics, Marketing, International Trade Public Policy or other related studies	<p>Ten (10) - Twelve (12) Years</p> <p>of relevant experience of which seven (7) years at managerial level and Four (4) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>planning and carrying out dissemination events, and presenting results to policy makers</p> <p>Oversee the SME Program's communications efforts by writing, editing, and designing dissemination materials; further developing and maintaining the website and intranet site; and writing and editing blog posts.</p> <p>Build systems that improve the efficiency and internal management of the SME's Program.</p>		
Principal Officer – SME's (P4)	<p>Oversee the Programs on SME Growth and Entrepreneurship, including, but not limited to,</p> <p>Drafting the request for proposals for funding</p> <p>Lead new project development efforts, including engagement with partner organizations and other stakeholders.</p> <p>Contribute to fundraising efforts by identifying funding opportunities and preparing concept notes and proposals; write progress reports for donors</p> <p>Support the Program Director and other team members on policy outreach by drafting policy notes, planning and carrying out dissemination events, and presenting results to policy makers</p> <p>Oversee the SME Program's communications efforts by writing, editing, and designing dissemination materials; further developing and maintaining the website and intranet site; and writing and editing blog posts.</p>	Master's Degree or Bachelor's Degree in Business Administration, Economics, Marketing, International Trade Public Policy or other related studies	<p>Ten (10) - Twelve (12) Years</p> <p>of relevant experience of which seven (7) years at managerial level and Four (4) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	Build systems that improve the efficiency and internal management of the SME's Program.		
Programme Officer - Women and Youth in Trade [P2]	<ul style="list-style-type: none"> • Coordinate national stakeholders to collect and analyse information on women, Youth and SMES • Draft terms of references, technical documents and other reports • Plan and participate in workshops, trainings and seminars as a resource person. • Develop and deliver training materials • Undertake other duties as required by the supervisor • Contribute to identification and sharing of the Programme's lessons learned and the best practices 	<p>Bachelor's degree in Public Policy, Law, Management, Economics, International Development, Public Policy, Gender Studies, Sociology, Development Studies, Public Administration or youth related discipline.</p> <p>Or</p> <p>Master's Degree in Public Policy, Management, Economics, International Development, or youth related discipline</p>	<p>5 years of relevant experience.</p> <p>Experience in supervisory responsibilities is an added advantage.</p> <p>At least 2 years of relevant work experience is required.</p>
Junior Programme Officer- Women and Youth in Trade [P1]	<ul style="list-style-type: none"> • Contribute to presentation of the Programme's support to enhanced competitiveness of SMEs to the AfCFTA State Parties • Contribute to development and update of the Programme's plans and strategies including identification and assessment of risks and implement mitigation measures • Support the Senior Officer for the Sector for SMEs in coordinating the work of the Sector • Contribute to establishment and maintenance of archive related to the Sector activities 	A University Degree in Economics, Political Science, Statistics Public Administration, International Development, Trade or related social sciences discipline.	2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> • Work with the Program Officer and government partners to develop work plan and budget, for project activities • Monitor and support the implementation of quality project activities through a provision or coordination for technical assistant 		
SME's Officer (P2)	<ul style="list-style-type: none"> • Presentation of the Programme's support to enhanced competitiveness of SMEs to the AfCFTA State Parties • Development and update of the Programme's plans and strategies including identification and assessment of risks and implement mitigation measures • Support the Senior Officer for the Sector for SMEs in coordinating the work of the Sector • Contribute to establishment and maintenance of archive related to the Sector activities • Work with the Program Officer and government partners to develop work plan and budget, for project activities • Monitor and support the implementation of quality project activities through a provision or coordination for technical assistant 	Masters Degree or Bachelor's Degree in Business Administration; Economics; Marketing; International Trade and other related studies	<p>5 years of relevant experience.</p> <p>Experience in supervisory responsibilities is an added advantage.</p> <p>At least 2 years of relevant work experience is required.</p>
Junior Programme Officer- (SMEs) [P1]	<ul style="list-style-type: none"> • Contribute to presentation of the Programme's support to enhanced competitiveness of SMEs to the AfCFTA State Parties • Contribute to development and update of the Programme's plans and strategies including identification and assessment of risks and implement mitigation measures • Support the Senior Officer for the Sector for SMEs in coordinating the work of the Sector • Contribute to establishment and maintenance of archive related to the Sector activities 	A University Degree in Economics, Political Science, Statistics Public Administration, International Development, Trade or related social sciences discipline.	2 years of relevant work experience

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Work with the Program Officer and government partners to develop work plan and budget, for project activities Monitor and support the implementation of quality project activities through a provision or coordination for technical assistant 		
POLICY REVIEW AND RESEARCH DIVISION			
Head of AfCFTA Policy Review and Research [P5]	<ul style="list-style-type: none"> Provide independent and objective appraisals and reviews of State Parties' policies vis a vis the AfCFTA Agreement Undertake AfCFTA Policy Reviews Prepare Economic and Statistical reports Develop Special Projects 	A Master's degree in Economics, Statistics, Public policy, Development studies, or other relevant fields;	<p>Twelve (12) years relevant work experience in progressively responsible positions, with seven (7) years managerial experience in an international organization dealing with relevant issues and four (4) years' experience in a supervisory role.</p> <p>Training in policy analysis, research, policy review and formulation.</p> <p>Proven experience in policy formulation and research.</p>
Value Chain Development and Implementation [P4]	<ul style="list-style-type: none"> Collaborate with AU Member States/State Parties and private sector in the development of Value 	Master's in economics, Agricultural Economics, Mathematics, Statistics, Agri-	Ten (10) years of experience out of which six (6) years at

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>Chain to boost continental production and intra-Africa trade</p> <ul style="list-style-type: none"> • Oversee the conceptualization, planning and implementation of the project, with a focus on enhancing productivity, driving value chain development and enterprise formalization. • Lead research on potential regional value chains that could be stimulated by the AfCFTA • Work on identification of implementation challenges of African countries on trade and development of Value Chains • Assist in the development of project plans/concept notes or terms of reference towards the development of • Provide assistance to AU Member States/State Parties with capacity building initiatives for policy makers to play a leadership role in trade and industrial policy • Liaise with RECs to ensure effective alignment of their industrial strategies and opportunities presented by the AfCFTA 	Business, MBA or other related fields	<p>managerial level and three (3) years at supervisory Level.</p> <p>Or</p> <p>Twelve (12) years of experience out of which six (6) years at managerial level and three (3) years at supervisory Level</p>
Senior AfCFTA Academy Coordinator [P3]	<ul style="list-style-type: none"> • Advise the Directors on strategic issues relating to the Academy including the dissemination of AfCFTA related information • To coordinate collaboration with AU Pan African University Rectorate on higher studies and develop AfCFTA Trade Law curriculum • Determine (and keep under review), monitor and evaluating the standards and performance of the Academy and the application of designated funding • Contribute to enhancing the capacity of member States for better participatory development 	<p>Master's in Education, Trade, International Trade, MBA or other relevant studies</p> <p>Or</p> <p>Bachelors in Education, Trade, International Trade, MBA or other relevant studies</p>	<p>7 (seven) years of relevant professional work experience in an international or continental environment and 3 years of experience at a supervisory level.</p> <p>10 (ten) years relevant professional work experience in an international or continental</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<p>planning, including long-term visioning, sectoral policy design</p> <ul style="list-style-type: none"> Strengthen the capacity of State Parties to develop and adopt better approaches to trade policy formulation, management, monitoring and evaluation Develop planning tools and policy dialogue programmes and activities targeted at the enhancing the capacity of the youth in Africa in the field of International Trade Law 		environment and 3 (three) years of experience at a supervisory level.
Events and Special Projects [P3]	<ul style="list-style-type: none"> To carry out research on a diverse range of international trade topics, as directed by the Secretary General, providing research expertise and management, analytical, communication and representational skills Advise the Director on the delivery of priority projects and events of critical importance for AfCFTA Secretariat Evaluate external environment to identify opportunities to promote the AfCFTA's priorities Lead and coordinate with colleagues in AfCFTA Secretariat and State Parties to identify programmes and implement Ensure and support effective communications on priority projects and events. 	<p>Master's in project management, MBA, Marketing, PR, Communication and other relevant fields</p> <p>Or</p> <p>Bachelor's in project management, MBA, Marketing, PR, Communication and other relevant fields</p>	<p>7 (seven) years of relevant professional work experience in an international or continental environment and 3 years of experience at a supervisory level.</p> <p>10 (ten) years relevant professional work experience in an international or continental environment and 3 (three) years of experience at a supervisory level.</p>
Senior Statistician [P3]	<ul style="list-style-type: none"> Gather data from State Parties and non-State Parties and ensure regular and timely collection and transmission of data Design research projects that apply valid scientific techniques and utilize information obtained from baselines or historical data in order to structure uncompromised and efficient analyses 	<p>A university master's degree in statistics, mathematics, economics, or related fields with</p> <p>OR</p>	7 (seven) years of progressively responsible experience in the collection, compilation, analysis and dissemination of statistical data or

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Develop and test experimental designs, sampling techniques, and analytical methods. Evaluate sources of information in order to determine any limitations in terms of reliability or usability Investigate and resolve data anomalies with alternative data sources or statistical /econometrical methods where appropriate. Manage statistical databases covering a range of statistical activities depending on the work area the candidate is assigned to Ensure and maintain the international comparability of data including properly managing methodological changes (e.g. the introduction of new international definitions). Draft publications/reports for statistical and econometric analysis 	University Bachelor degree in statistics, mathematics, economics, or related fields.	<p>related area out of which 3 years at supervisory level.</p> <p>Or</p> <p>10 (ten) years of experience out of which 3 (three) years at supervisory level</p>
Senior Trade Policy Review Officer [P3]	<ul style="list-style-type: none"> Develop relationships with a range of stakeholders including government, industry and business, to build a network for information and influence Develop and share understanding of trade policy priorities and identify emerging trade barriers Address country-specific trade barriers/market access issues, influencing through established network or through other relevant channels Contribute to regional strategies to address wider regulatory and trade policy issues of the AfCFTA Advise and priorities where AfCFTA should focus its resource and attention to address trade policy priorities and trade barriers Support the development of trade policy expertise across the continent 	<ul style="list-style-type: none"> A Master's degree in Economics, international trade or a related field of study <p>Or</p> <ul style="list-style-type: none"> A Bachelor's degree in Economics, international trade or a related field of study 	<p>Seven (7) years of experience in the areas of of regional integration in Africa, international trade issues and three (3) years at supervisory level.</p> <p>Or</p> <p>Ten (10) years of experience in the areas of of regional integration in Africa, international trade issues and three (3) years at supervisory level.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Senior Research Officer [P3]	<ul style="list-style-type: none"> Design and coordinate/conduct policy-relevant research and develop innovative approaches towards implementation of International Trade Design and coordinate/conduct policy-relevant research on other aspects of International trade Write research reports designed to influence the policy and implement advocacy using the results of the research, through report dissemination, one-to-one meetings, training, attendance at relevant meetings, etc. Develop and maintain relations with key stakeholders and interlocutors in order to build networks through which to learn and to share advocacy messages Contribute to the development of research and the co-ordination of Alert's research activities through engaging with internal and external stakeholders 	<ul style="list-style-type: none"> A Master's degree in Economics, international trade, Statistics or a related field of study <p>Or</p> <ul style="list-style-type: none"> A Bachelor's degree in Economics, international trade, Statistics or a related field of study 	<p>Seven (7) years of experience in the areas of regional integration in Africa, international trade issues and three (3) years at supervisory level.</p> <p>Or</p> <p>Ten (10) years of experience in the areas of regional integration in Africa, international trade issues and three (3) years at supervisory level.</p>
Trade Policy Review Officer [P2]	<ul style="list-style-type: none"> Conduct research and analysis and prepare reports on trade policy issues related to substantive areas Provide information to management and other intergovernmental organizations on substantive issues within the Division's responsibility Contribute to the development of training material. Develop expertise in technical subject matter related to the work of the Division Work closely with the Communications team on the development of advocacy and outreach materials to promote research results Contribute to team-wide communications and knowledge management, and participate in organisation-wide events and discussions on trade topics/projects 	<ul style="list-style-type: none"> A Bachelor's degree in Economics, international trade, or a related field of study <p>Or</p> <ul style="list-style-type: none"> A Master's degree in Economics, international trade or a related field of study 	<p>5 (five) years of relevant work experience at the national or international levels</p> <p>2 (two) years of relevant work experience at the national or international levels.</p>

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
Statistician [P2]	<ul style="list-style-type: none"> Organizes, designs, plans and guides the collection and evaluation of statistical data, including analysis, compilation and dissemination of estimates of financial flows by selecting and implementing appropriate methods for data processing Participates in the use, development, implementation and management of statistical database(s) Provides guidance, training and technical support on data collection programmes, country practices and other related information. Participates in the development or revision of standards on statistical concepts, definitions and classifications by performing methodological research on the measurement of illicit finance. Assesses the quality and advises with data integration and calculations to analyse Research new data and data sources to expand the database coverage towards the implementation of the AfCFTA Agreement Contribute to improve and increase efficiency of the collection and processing of data 	<p>Bachelor's Degree in the field of Statistics, Mathematics or in Economics or other related disciplines with training in basic and applied statistics. Knowledge of computer science and its application to statistical work will also be required.</p> <p>OR</p> <p>Candidates must have a University Masters and 2 (two) years' experience in the field of Statistics, Mathematics or in Economics or other related disciplines with training in basic and applied statistics. Knowledge of computer science and its application to statistical work will also be required.</p>	<p>Candidates must have at least 5 (five) years of relevant work experience at the national or international levels</p> <p>Or</p> <p>Candidates must have at least 2 (two) years of relevant work experience at the national or international levels.</p>
Junior Trade Policy Review Officer [P1]	<ul style="list-style-type: none"> Carry out research on a number of specific issues related to trade with relevant stakeholders to provide inputs for deliverables as required Follow on key policy developments related to trade, prepare policy briefings and notes as required Organize and assist with the preparation of workshops, dialogues, and other events; 	A Bachelor's degree in Economics, international trade, or a related field of study	Two (2) years of relevant work experience in the areas of regional integration in Africa, international trade issues.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Identify communications opportunities and draft content for communication material Support the Policy Team's work on, as well as contribute to internal AfCFTA discussions relating to trade Policy 		
AfCFTA – AU LIAISON DIVISION			
Head of AfCFTA AU Liaison Office (P5)	<ul style="list-style-type: none"> A functioning interactive network and policy platform on AfCFTA Secretariat, bringing together all relevant stakeholders, and which informs continental strategies, frameworks and initiatives. Supervise, Coordinate and monitor the implementation of the decisions of the AfCFTA Liaison Unit Ensure that there is proper Coordination in the Harmonization of the AfCFTA activities with those of the AUC Coordinate and monitor the implementation of the decisions of the AfCFTA Secretariat close collaboration with the AUC, PRC Sub-Committee on AfCFTA Secretariat for their inputs, inclusiveness and adoption prior to reporting to other AU Organs; 	Master's in Business Administration; Public Administration; International Business; Development Studies or relevant studies	<p>Twelve (12) years relevant work experience in progressively responsible positions, with seven (7) years managerial experience in an international organization dealing with relevant issues and four (4) years' experience in a supervisory role.</p> <p>Training in policy analysis, research, policy review and formulation.</p> <p>Proven experience in policy formulation and research.</p>
REC's Coordinator (P4)	<ul style="list-style-type: none"> Ensure that there is proper Coordination in the Harmonization of the AfCFTA activities with those of the RECs Ensure RECs are well informed on Decisions undertaken to avoid any duplication. 	Master's in Business Administration; Public Administration; International Business; Development Studies or relevant studies	Ten (10) years of experience out of which six (6) years at managerial level and three (3) years at supervisory Level.

POSITIONS	RESPONSIBILITIES	MINIMUM EDUCATION QUALIFICATION	EXPERIENCE
	<ul style="list-style-type: none"> Establishment of a functioning interactive network and policy platform on AfCFTA Secretariat, bringing together all relevant stakeholders, and which informs continental strategies, frameworks and initiatives. 		<p>Or</p> <p>Twelve (12) years of experience out of which six (6) years at managerial level and three (3) years at supervisory Level</p>
Administrative Assistant – Liaison Office [GSA5]	<ul style="list-style-type: none"> Provides timely division operational support, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems, Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HRMD and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively 	<p>Diploma in Business Management, Business Administration or any related field from a recognized educational institution</p> <p>Candidates who are holders of Bachelor's degree in Business Management, Business Administration or any related field from a recognized educational institution</p>	<p>3 years of relevant work experience in administrative and/or secretarial work.</p> <p>2 years of relevant work experience in administrative and/or secretarial work.</p>

1- OFFICE OF DIRECTOR GENERAL

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Director General	D2	<ul style="list-style-type: none"> • Overall Management of AfSA and ensuring smooth working relation among different directorates • Promotes space science and technology. • Oversees implementation of space science and technology programs and projects. • Submit reports on the AfSA annual work to the Council who shall submit the same to the STC-EST for consideration and further submission to the AU policy Organs. • Serve as the Secretary of the AfSA Council. • Ensure recruitment of AfSA staff • Provide technical leadership and ensure efficient functioning of all Directorates. • Prepare and oversee integrated programmes of overall activities of the Agency. • Lead development and execution of the overall strategy of the Agency. • Oversee development, review and implementation of AfSA operating rules, procedures and guidelines • Liaise with AUC departments and provide input and advise to development of AU policy on space • Lead the implementation of the AU Space Policy and Strategy • Organize coordination meetings between AfSA and other relevant organizations. Initiate and take necessary actions to collect funds of AfSA and also mobilize funds for its activities as a whole. • Oversee training programmes relating to programme designing and coordination. • Promote awareness and training of best practices in space science and technology. • Cooperate with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Oversee Development and sustenance of regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Coordinate development of African common position on space in international fora • Any other responsibilities.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Keeps diary of Director General and informs him/her accordingly and timeously, receives and maintains proper correspondence at the Division, Prompts action • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures. • Draft initial requests on provision and maintenance of office facilities and materials
Personal Assistant	P3	<ul style="list-style-type: none"> • Provide a comprehensive secretarial and administration service to the Director General across the range of his work.

		<ul style="list-style-type: none"> • Maintain and organize the Director General's diary, filing system and all other relevant areas as necessary. • Support the Director General in his/her projects, proposals, bids, etc. through research, consultation, team-management • Draft speeches, articles, briefings, and project proposals as requested by the Director General. • Professionally represent the Director General at some events. • Facilitate meetings, schedule debriefing meetings so follow up action can be implemented. Also by arranging refreshments, seating and taking minutes if required to do so. • Respond to stakeholder queries in a timely and professional manner, both orally and in writing.
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2. DIRECTORATE OF THE DEPUTY DIRECTOR GENERAL

2.1. Office of the deputy director general

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Deputy Director General	[D1-5]	<ul style="list-style-type: none"> • Overall management of the DDG office and ensuring smooth working relation among divisions under his/her supervision • Oversee and provide technical leadership to the divisions under his/her supervision • Provide strategic leadership and management direction for AfSA • Ensure recruitment of staff under his directorate • Assists the Director General in achieving the objectives of the Directorate by ensuring high quality results in security, IT, facility and infrastructure and legal services • Assist in the development and execution of operational policies, rules and guidelines for AfSA • Provide technical leadership and ensure efficient functioning of all Divisions within the office. • Prepare and oversee integrated programmes of overall activities of the directorate. • Build and maintain a strategic plan to form good working relations with other directorates. • support the Director General in funds mobilization for the AfSA as a whole. • Promote awareness and training of best practices in area of expertise. • Support cooperation with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Support Development and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Support Coordinate development of African common position on international fora • Any other responsibilities assigned by AfSA Director General. • Acting for the Director General

Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials
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2.2. General IT Support Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head IT	P5	<ul style="list-style-type: none"> • Support recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote IT Support networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of IT Support and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in IT Support for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance IT Support relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of IT Support staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior IT Officer (SAP specialist. Computer programming etc.)	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of IT Support services and applications programmes. • Supporting the planning and execution of IT Support activities. • Contribute to the compilation of a IT Support programmes and projects database and other initiatives at national, regional and continental levels.

		<ul style="list-style-type: none"> • Advising the Commissioner, the Director and the Head of Division on any IT Support related issues. • Identifying and writing project proposals relating to IT Support and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of IT Support services and products as well as monitoring and evaluating IT Support programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of IT Support programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
IT Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of IT Support programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of IT Support • Undertake research and analysis to identify emerging IT Support issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of IT Support initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review IT Support activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on IT Support .
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to IT division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

2.3. Space Systems IT Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head Space System IT	P5	<ul style="list-style-type: none"> • Support recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Space Systems IT networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Space Systems IT and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Space Systems IT for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Space Systems IT relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Space Systems IT staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Officer Space System IT	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Space Systems IT services and applications programmes. • Supporting the planning and execution of Space Systems IT activities. • Contribute to the compilation of a Space Systems IT programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Space Systems IT related issues. • Identifying and writing project proposals relating to Space Systems IT and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Space Systems IT services and products as well as monitoring and evaluating Space Systems IT programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Space Systems IT programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Space System IT Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Space Systems IT programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Space Systems IT

		<ul style="list-style-type: none"> • Undertake research and analysis to identify emerging Space Systems IT issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Space Systems IT initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Space Systems IT activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Space Systems IT .
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to space system IT division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

3. DIRECTORATE OF CORPORATE SERVICES

3.1. Office of the director for corporate services

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Director	D1	<ul style="list-style-type: none"> • Assist the Director General in achieving the objectives of AfSA by ensuring high quality Corporate Services and adapted operational policies, rules and regulations • Ensure recruitment of staff and overall management of the directorate personnel. • Lead the development and implementation of effective, responsive and efficient administrative and human resource strategies, policies and management systems that are aligned to AfSA needs and best practice and responsible for the overall management of directorate's human resources, budget, performance, quality and training in conformity with relevant AU rules and regulations. • Develop and maintain operating rules and procedures. • Provide technical leadership and ensure efficient functioning of all Divisions. • Prepare and oversee integrated programmes of overall activities of the directorate. • Develop and execute the overall strategy of the organization. • Develop and oversee policy development guidelines. • Build and maintain a strategic plan to form good working relations with other directorates.

		<ul style="list-style-type: none"> • Manages and supervises employees within the directorate, ensures the timely delivery of the directorate's goals and effective staff performance evaluation • Organize coordination meetings between AfSA and other relevant organizations. • Initiate and take necessary actions to collect funds of and for the AfSA as a whole. • Propose training programmes relating to programme designing and coordination. • Promote awareness and training of best practices in area of expertise. • Cooperate with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Any other responsibilities assigned by AfSA Director General.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provide timely operational support • Assist in activity planning • Prepare operational work schedules and follow up implementation • Coordinate and/or Engage in technical assistance and/or logistical work • Assist in the creation, improvement and maintenance of operational processes and systems • Prepare office communication and draft reports. • Handle communication at operational level and provide update • Assist in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets, activities etc.. • Analyse and maintain an overview of the Directorate's work to ensure that timely administrative support is provided in general and specialized areas; • Take the lead in supporting the organization of meetings including coordination of invitations, confirmations, ticketing and accommodation for multiple participants for the Office of the Director and the directorate at large (as need be) • Liaise effectively with internal and external stakeholders on administrative, matters of the department; • Ensure the timely sourcing and ordering stationery and office equipment for the department. • Be responsible for compilation of information on staff official missions, various official trips and leave schedules for better information on staff presence and allocation of tasks. • Create, update and maintain special files (of confidential nature or for closer access for Director's use) through an organised filing system and maintains a records system for tracking purposes. • Ensuring confidentiality of information and management records is guaranteed; • Prepare correspondences (outgoing memos and letters to internal and external recipients), executive summary, reports, briefing papers, power point presentations and other documents as required; • Monitor meeting and correspondences outcomes and decisions and provide support in following up on their implementation; prepare update report for Director's reference as need be. • Prepare and participate in various departmental meetings and prepare minutes and/or notes for review and endorsement by participants. Maintain files of minutes.

		<ul style="list-style-type: none"> • Provide communications support and assistance to ensure timely responses to inquiries, email and correspondences; assist the team of Secretaries whenever required.
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3.2. Legal Affairs Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head of Legal Affairs Division	P5	<ul style="list-style-type: none"> • Provide legal advices on functionalities of AfSA. Design strategies and policies consistent with the Division's goal in order to address the pertinent issues in the relevant area develop new and existing activities as components of the strategies and policies. • Engage stakeholders in designing and implementing strategies. • Mobilise funding from all donors to use to execute strategies and activities. Contribute to the development of the Division's business continuity plan and ensure implementation at respective level. • Devise mechanisms of managing risk within the Division's area of operation and recommend mitigation strategies • Address problems in arising to current approaches to relevant area. • Represent the respective unit and /or directorate as appropriate and explain the position of the Organization at conferences. • Supervise the preparation of periodic financial and budget execution reports and monitor budget execution at unit's level. • Manage and supervise employees within the unit with regard to the department goals objectives including performance evaluation. • Ensure creation of an inspiring work environment to enable staff development and professional progression. • Assists the Director to lead legal matters related to administrative and justice affairs. • Support in the overall management of the activities of the Division • Undertake all such work and duties as may be necessary for the effective execution of the functions and objectives of the Division within the framework of its mandate. • Facilitate and participate in decision making at departmental level and coordinate the implementation and monitoring of the Division's strategic plan. • Ensure effective coordination and implementation at continental and regional levels. • Ensure better coordination with Regional and international conventions. • Coordinate the preparation and development of reports, budget and work programmes related to the functioning of the Division. • Ensure effective and timely financial and budgetary management and resource utilization of the Division with due consideration with donor contract compliance. • Supervising a staff team and / or provide advice to others on administrative and justices issues and practices to colleagues. • Producing major / complex reports for management. • Prepares legal advice on the handling of disciplinary matters and prepares related documentation. • Represents AfSA in written and oral proceedings before the Administrative Tribunal

Senior Legal Officer	P3	<ul style="list-style-type: none"> • Provide technical support in the preparation and implementation of programmes developed out of the Unit's and Directorate's strategic plan • Actively contribute in the development of strategies, programmes and plans • Ensure effective coordination and implementation at various levels • Prepare and develop reports, budget and work programmes related to the functioning of the Unit as required • Manage and supervise employees under his/her supervision with regard to organization and performance evaluation. • Conduct complex analysis and generate accurate reports in a timely manner for the Division. • Liaise with the various Departments/Units for coordination and alignment purposes • Prepares sound, timely high level legal advice to <u>the Head of Legal</u>; • Produce and/or contribute to key legal or policy analyses and publications. • Promote the integration of legal work across the regional programs and particularly in the regional offices. • Develop and implement capacity building and training programs. • Contribute to standard-setting, through participating in meetings, drafting work and promoting international standards. • Participate in the organization of relevant meetings, congresses and conferences with stakeholders • Engage with relevant mid-level stakeholders and develop relationships • Contribute to the day-to-day administrative management of the Division • Assist in following up on the activities of the Division, including monitoring and evaluating progress made in line with a predefined strategic plan. • Prepare legal advice on human resources and administrative matters; • Provide legal advice on the interpretation of legal texts relating to administrative and institutional matters; • Prepare legal advice and/or review legal advice prepared in the division on the interpretation of legal texts relating to administrative and institutional matters; • Prepare and review reports for submission to Management and Policy Organs of the Union; • Participate in meetings of a legal nature on behalf of the Head of Legal
Legal Officer	P2	<ul style="list-style-type: none"> • Assist with research and the provision of legal advice on the interpretation and application of relevant international space law • Assist with the drafting and review of legal documents, including correspondence, summary notes, briefing papers and reports on a wide variety of legal matters • Assist in the provision of legal advice and analysis on matters arising from contracts, including those relating to the procurement of goods and services and donor financing and project agreements • Assist in reviewing legal matters related to the implementation of Host Country Agreement • Assist with servicing high-level and other meetings as well as training sessions for staff members covering a range of legal issues • Review administrative contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services; • Contributes in the preparation of legal advice on human resources and administrative matters; • Contributes in the preparation of legal advice on the interpretation of legal texts relating to administrative and justice matters;

		<ul style="list-style-type: none"> • Performs other ad hoc duties as assigned
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to the office of legal council operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

3.3. Human Resources Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head of Human Resource Division	P5	<ul style="list-style-type: none"> • Manage and supervise employees within the division with regard to the department goals objectives including performance evaluation. • Design strategies and policies consistent with the Department's goal in order to address the pertinent issues in the relevant area. • Contribute to the development of the departmental business continuity plan and ensure implementation at division level • Manage risk within the division and recommend mitigation strategies • Design and plan policy programs to achieve the strategies in the areas of organisational development, performance management, workforce planning, staff development and organisational culture. • Develop new and existing activities as components of the strategies and policies. • Address problems in arising to current approaches to relevant area. • Engage stakeholders in designing and implementing strategies. • Represent the organisation and explain its position at conferences. • Mobilise funding from external stakeholders to execute HR strategies and activities. • Contribute to the preparation of periodic financial and budget execution reports and monitor budget execution at division level. • Ensure creation of an inspiring work environment to enable staff development and professional progression. • Provide vision, leadership, planning, project coordination and management for the development of a cost effective department while concurrently facilitating efficient operations to meet current and evolving needs within the organization. • Develop strategies, policies, procedures and processes for successful delivery of HR shared services • Oversee effective acquisition of talent, management of staff entitlements and benefits as well as delivery of HR operational transactions using business solutions. • Review and monitor the day-to-day operations of the Division, ensuring that all standards are met and procedures are followed.

		<ul style="list-style-type: none"> • Identify trends and emerging issues to report on risks, key performance indicators and propose improvements for the Division's service efficiency; • Develop and implement new work methods and procedures of the HR shared services Division to mitigate and manage risks; • Establish quality control mechanisms through client surveys and periodic data quality assurance reviews for continuous improvement of service delivery; • Redesign systems to improve the experience of managers and staff in using HR tools and increase productivity and efficiency for all HR activities with an emphasis on e-HR and simplification. • Contribute to the formulation of operational and programme budgets and monitor effective execution to meet HR commitments. • Ensure the effectiveness and efficiency of the HR records management and HR service centre/helpdesk systems in terms of timeliness, confidentiality and accessibility amongst others.
Senior HR Officer	P3	<ul style="list-style-type: none"> • Provide technical support in the preparation and implementation of programmes developed out of the Division's strategic plan • Ensure effective coordination and implementation at various levels • Prepare and develop reports, budget and work programmes related to the functioning of the Division • Provide technical support for the development of resource mobilization strategy with stakeholders coordination • Manage and supervise employees under his/her supervision with regard to organization and performance evaluation. • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use. <ul style="list-style-type: none"> • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes • Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required. • Actively contribute in the development of strategies, policies, programmes and plans; • Provide technical support in the HR strategic planning process in alignment with the overall organizational strategic objectives and identification of HR priorities • Engage with the Human Resources Team in developing tools to monitor the key Human resources strategies and deliverables. • Develop implementation plans, monitor activities and prepare reports as required • Prepare training and create awareness strategies about the HR strategy to ensure that it is communicated to all staff and other relevant stakeholders. • Prepare the Department budget in line with the departmental strategy • Manage and monitor budget execution in accordance to agreed phases of the strategy implementation • Coordinate and Facilitate HR strategy development sessions to meet the set timelines. • Liaise with all stakeholders and facilitate HR strategy and planning meetings

		<ul style="list-style-type: none"> • Coordinate and facilitate HR annual planning sessions and prepare quarterly and annual reports. • Monitor the Human Resources strategy implementation, execution of planned activities as well as conducting follow ups with stakeholders. • Prepare reports about budget execution rates • Perform any other related duties as assigned or required
HR Officer	P2	<ul style="list-style-type: none"> • Assist in the following up on the activities of the division, including monitoring and evaluating progress made in line with a predefined strategic plan. • Suggest new and expand on existing policy areas for planned research. • Contribute in conducting analysis and generate accurate reports in a timely manner for the respective Unit/Division and AU's internal use. • Assist in setting the overall research direction of a relevant policy area. • Responsible for the delegation and execution of defined research areas. • Participate in the organisation of relevant meetings, congresses and conferences with stakeholders. • Engage with relevant mid-level stakeholders and develop working relationships. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets. • Assist in drafting reports and participate in the preparation of budget and work programmes related to the functioning of the Unit/Division • Provide support in HR planning process in alignment with the overall organizational strategic objectives and identification of HR priorities • Organize and participate in engagement with the Human Resources Team in developing tools to monitor the key Human resources strategies and deliverables. • Provide support in the Development of implementation plans, monitoring of activities and preparation of reports as required • Involved in Organising training and participate in awareness creation about the HR strategy to ensure that it is communicated to all staff and other relevant stakeholders. • Participate in preparation of the Department budget in line with the departmental strategy • Provide support in the Management and monitoring of budget execution in accordance to agreed phases of the strategy implementation. • Involved in the Coordination and Facilitation of HR strategy development sessions to meet the set timelines. • Liaise with all stakeholders and facilitate HR strategy and planning meetings • Support the HR annual planning sessions and prepare quarterly and annual reports. • Involved in monitoring the Human Resources strategy implementation, execution of planned activities as well as conducting follow ups with stakeholders. • Prepare reports about budget execution rates as guided by the division leadership • Perform any other related duties as assigned or required
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Human Resources division operation, assists in activity planning, prepares operational work schedules and follow up implementation

		<ul style="list-style-type: none"> • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively
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3.4. Finance Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head of Finance	P5	<ul style="list-style-type: none"> • Supervise and manage the employees of the division with regard to organisation and performance evaluation; • Design strategies and policies consistent with the Department's goal in order to address the pertinent issues in the relevant area; • Contribute to the development of the departmental business continuity plan and ensure implementation at division level; • Ensure risk management and mitigation; • Design and plan policy programs to achieve the strategies; • Develop new and expand on existing activities as components of the strategies and policies; • Address problems in arising to current approaches to relevant area; • Engage stakeholders in designing and implementing strategies; • Represent the organisation and explain its position at conferences. Mobilise funding from all donors to use to execute strategies and activities; • Contribute to the preparation of periodic financial and budget execution reports and monitor budget execution at division level. • Monthly Preparation of cash forecasts and other relevant financial reports for management use; • Call for Investment meetings each quarter in order to guide the committee to place surplus cash into worthwhile investments; • Prepare monthly investment report and submit to management; • Prepare the division budget each year and submit for consideration and corresponding approval; • Semi-annually review the system effectiveness and recommend improvements in order to mitigate identified risks; • Review and monitor payments systems to ensure payables including payroll and disbursements are processed timely and all exceptions are dealt with promptly and timely ; • Manage the customer relationship with all finance institutions and banks to ensure integrated payments/disbursement (including bank online platforms) systems are operating smoothly while ensuring the associated risks are identified, classified and mitigated timely;

		<ul style="list-style-type: none"> • Authorise all payments as a key primary signatory in Category A of the Finance Rules and Regulations (FRR); • Provide overall leadership and supervision of the Division Staff while ensuring the work of all other stake holders as appropriate is supported. • Providing strategic advice and guidance on issues of financial management; • Ensuring compliance with Financial Rules and Regulations of the African Union and financial policies; • Managing a multi-functional team of finance professionals; • Maintaining and continually improving systems, processes, and procedures of financial management, internal controls and administrative services of AUC; • Properly reporting and safeguarding AUC's financial resources and ensuring effectiveness and efficiency in all financial matters; • Authorizing all Payments of AfSA; • Providing leadership and overall supervision of the Division; • Taking a lead role in the preparation and timely submission of financial reports and other interim reports on the financial situation of the Union; • Ensuring timely processing of payroll; • Ensuring timely preparation of statement of Bank reconciliation and addressing all reconciling items on time; - Monitoring all accounts to ensure their veracity and completeness and submit status update to the director; • Handling Auditors both Internal and External; • Reviewing and authorizing all bank transfers (International and Local) and ensuring sufficient cover of foreign exchange is in place at all times; • Responsible for Treasury Management-Forecasting, Corporate dealings and Financial risk management; • Preparing cash flow projections on a regular basis; • Investigating significant variation between actual and projected cash positions; • Investigating any errors with the bank accounts or cash book ledgers; • Preparation, Upload and communication of monthly SAP exchange rate report; • Performing any other work as may be assigned by the Director of Finance; • Providing strategic advice and guidance on issues of financial management; • Management of cash and other current assets- forecasting the cash inflows and outflows to ensure that there is neither shortage nor surplus of cash with the organisation; • Investment of funds: Guide the investment committee on allocating funds into profitable ventures so that there is safety on investment and that regular returns are possible;
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		<ul style="list-style-type: none"> • Ensuring that there are adequate financial controls over cash resources by applying control over finances through ratio analysis, financial forecasting, expenditure and surplus control; • Support mobilisation of financial resources from partners to ensure both programme and operational needs are adequately funded; • Supervise the process of payments (payables) and disbursements and ensure all payments and expenditures, including payroll, purchase orders and invoices records are tracked and kept; • Continuous review of applicable policies, systems and controls for adequacy, being up to date and operational effectiveness; • Supervising and Managing a multi-functional team of finance professionals.
Senior Finance Officer	P3	<ul style="list-style-type: none"> • Provide support in the preparation and Implement the programmes developed out of the Division's strategic plan; • Ensure effective coordination and implementation at various levels; • Liaise with Member States, Regional Economic Communities (RECs) and other stakeholders including on relevant matters; • Prepare and develop reports, budget and work programmes related to the functioning of the Division; • Provide support to develop resource mobilization strategy with stakeholder's coordination; • Manage and supervise employees under his/her supervision with regard to organization and performance evaluation; • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use; • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes; • Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required; • Actively contribute in the development of strategies, policies, programmes and plans. • Manage and Supervise the work of Finance officers; • Financial reporting, consolidated report after all the due diligence work is done on the accounts; • Keep basic records in good order and write down the details for every activity related to fund; • Ensure all fund related financial plans, invoices, reports, and other documents are accurate, timely, and consistent with the AU fund management standard; • Prepare and file the fund's prospectus; • Maintain and update all the financial documents (reports, plans) and ensure confidentiality of project financial information; • Confirm availability of funds for all requests for payment or charges to grants; • Participate in all award-specific audit and donor assessments;

		<ul style="list-style-type: none"> • Reviews and consolidates financial reports for distribution to appropriate stakeholders; • Prepare periodic financial reports; • Supervise orderly liquidation and dissolution of the fund, when required; • Participate in the review and formulation of accounting procedures, policies and practices relating to all types of payments by drafting proposals or parts thereof and reviewing proposed drafts by other staff members; • Ensure proper functioning of the AU accounting system. Assist in maintaining Chart of Accounts; • Review the Accounting entries and Trial Balance monthly and ensure correctness of posting and adjust or alert the other divisions to do the necessary adjustments; • Prepare various reports from SAP upon request for decision making and for information; • Performs other related duties as required
Finance Officer	P2	<ul style="list-style-type: none"> • Provide support in the preparation and Implement the programmes developed out of the Division's strategic plan; • Ensure effective coordination and implementation at various levels; • Liaise with Member States, Regional Economic Communities (RECs) and other stakeholders including on relevant matters; • Prepare and develop reports, budget and work programmes related to the functioning of the Division; • Provide support to develop resource mobilization strategy with stakeholder's coordination; • Manage and supervise employees under his/her supervision with regard to organization and performance evaluation; • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use; • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes; • Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required; • Actively contribute in the development of strategies, policies, programmes and plans. • Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records; • Updating accurate financial records; • Provide hands on support for efficient and effective financial, budget, and fund management process; • Answer inquires of related to finance issues to various stakeholders; • Produce regular financial reports as required or requested; • Collect and analyze financial data in such areas as forecasting, budgeting, cost reduction analysis;

		<ul style="list-style-type: none"> • Provide appropriate functional guidance to the Finance and Administrative officers of the Regional Officers and Organs; • Review the Financial Statements of the ROs/Organs; • Ensure that all transactions in ROs adhere to the Financial Rules and Regulations; Staff rules and regulations; procurement policy, as well any pertinent AU Rules. Review on a monthly basis the Financial reports from the Offices and give feedback on the necessary adjustments recommendations; • Provides requested information and documentation to auditors. And implement audit recommendations and respond to audit queries; • Performs other related duties as required, like adhoc reports, recruitment, etc.; • Review the monthly returns & Financial statements.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to finance division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

3.5. Security Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head of Security Division	P5	<ul style="list-style-type: none"> • Coordinate the Division activities and ensure timely delivery of goals and objectives; • Supervise and manage employees to ensure successful performance; • Design strategies and policies consistent with the division's goal in order to address the pertinent issues in the relevant area; • Lead and supervise the design and plan policy programs to achieve these strategies; • Develop new and review activities as components of these strategies and policies; • Mobilize resources for execution of programmes and activities of the department; • Manage risk and recommend mitigation strategies. • Has a "duty of care" to ensure that personnel employed by AfSA and their recognized dependants are not exposed to unacceptable risk and that all measures are taken to mitigate risks; • Design strategies and policies consistent with the AfSA's goal in order to address the pertinent issues in the relevant area. • Develop new and expand on existing activities as components of the strategies and policies;

		<ul style="list-style-type: none"> • Monitors and reports on compliance with safety and security policies, practices, and procedures; • Mobilise funding from all donors to use to execute strategies and activities; • Supervise and manage the employees of the division with regard to organisation and performance evaluation; • Recognizes and rewards good performance in safety and security management by including security in job descriptions and performance appraisals, and addresses cases of noncompliance at all levels in the organization; • Prepares and publishes an internal framework for accountability documenting individual roles, responsibilities and accountabilities related to safety and security for the AfSA Safety and Security Services; • Perform other such duties and functions as are necessary or incidental to the proper performance of this position; • Develop high-quality, best-practice safety and security policies, standards and operations across the AfSA system including the appropriate degree of standardisation; • Ensure effective risk mitigation through the establishment of a coordinated safety and security threat/hazard and risk mechanism within the framework of a common, system-wide methodology; • Enable the effective conduct of AfSA activities by ensuring a coherent, effective and timely response to all safety and security-related threats/hazards and other emergencies; • Manage the human and financial resources of the Division; • Ensures that all personnel of the AfSA Safety and Security Services are aware of security training requirements and facilitates the provision of security training and briefings; • Support the implementation and monitor compliance with those safety and security policies, standards and operational procedures; • Liaise and coordinate with the security services of the host country and other stakeholders
Senior Security Officer	P3	<ul style="list-style-type: none"> • Provide support in the preparation and Implement the programmes developed out of the Division's strategic plan; • Ensure effective coordination and implementation at various levels; • Liaise with Member States and other stakeholders including on relevant matters; • Prepare and develop reports, budget and work programmes related to the functioning of the Division; • Provide support to develop resource mobilization strategy with stakeholder's coordination; • Manage and supervise employees under his/her supervision with regard to organization and performance evaluation; • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AfSA's internal use; • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes; • Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required; • Actively contribute in the development of strategies, policies, programmes and plans.

		<ul style="list-style-type: none"> • Ensure that all AfSA system operations and business activities are carried out safely and securely in accordance with the AfSA security policies and procedures, and meet all regulatory requirements; • Ensures that there are functioning and effective security and contingency plans which are maintained and implemented for all locations throughout the AfSA where personnel employed by the AfSA system and their recognized dependents are present; • Ensure that security equipment and procedures are consistent with the procedures and standards of the AU; • Ensures that resources are available to implement all measures which are approved at operational level; • Oversee the day-to-day resource and administrative management of the Unit; • Supervise and manage the staff of the Operations Unit with regard to performance evaluation; • Manage security arrangements for meetings, conferences and events in which the mission and its personnel are involved; • Manage and supervise the investigation of security-related incidents; • Deliver periodic and incidental reports for Head, Safety and Security; • Ensures effective risk management of security risks and impacts through systematic risk assessment and compliance monitoring program; • Develops security programs, event security plans and reports on operations performance; • Reviews and evaluates security operations performance through assessments, audits, inspection and incident investigation reports; recommends preventive and corrective actions and identifies opportunities for continuous improvement; • Coordinates security training and awareness programs at all levels of the workforce through the identification of training needs and evaluating training programs; • Coordinates all emergency response operations including simulations within the organization in consultation with the Head of Security Division; • Perform other such duties and functions as are necessary or incidental to the proper performance of this position.
Security Guards	GSB9	<ul style="list-style-type: none"> • Monitor and authorize entrance and departure of employees, visitors, and other persons to protector against unauthorized access and maintain security of the AfSA; • Conduct search and screening of pedestrians, items and vehicles to prevent the passage of prohibited articles into restricted areas this may include ID checks, operating baggage and vehicle scanners and the conduct of manual vehicle and person searching when required; • Confirm pedestrian vehicle arrival details with the reception, security control room; • Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary;

		<ul style="list-style-type: none"> Record and report in detail their activities and particularly the details of any incident, including suspicious activity and any failures of security control; Report in cases of emergency, such as fire or presence of unauthorized persons; Perform other such duties and functions as are necessary or incidental to the proper performance of this position. Provides security and safety services to the AfSA compound, its officials, staff members and official guests attending conferences and meetings; Screens and searches all persons and vehicles entering and exiting the AfSA Compound to ensure that no prohibited items or unauthorized persons enter the premises and that no AfSA equipment is unlawfully removed from the premises; Performs routine patrols and security surveys of AfSA offices and facilities to maintain safety and security of staff, building and equipment and adherence to rules and regulations; Registers staff and dependents who visit offices after working hours, on weekends and during holidays; Monitors movement of visitors while in the premises until they leave; Promptly responds to calls and assists staff members with security and road traffic incidents occurring both during and outside the normal working hours and outside of the AfSA compound; Reports all incidents of suspicious nature to team leader, Senior security Officer; Prepares daily, quarterly and other routine security reports
Administrative Assistant	GSA5	<ul style="list-style-type: none"> Provides timely support to security division operation, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

3.6. Procurement Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head of Procurement	P5	<ul style="list-style-type: none"> Manage the work of the Division and supervise direct reports to ensure their effective performance as per organization's performance management policy and system; Design strategies and policies consistent with the Department's goal in order to address the pertinent issues in the relevant area;

		<ul style="list-style-type: none"> • Contribute to the development of the departmental business continuity plan and ensure implementation at division level; • Manage risk within the division and recommend mitigation strategies • Design and plan policy programs to achieve the strategies; • Develop new and review activities as components of the strategies and policies; • Address problems in arising to current approaches to relevant area. • Engage stakeholders within Members States in designing and implementing strategies; • Represent the organisation and explain its position at conferences; • Mobilise funding from all donors to use to execute strategies and activities. • Contribute to the preparation of periodic financial and budget execution reports and monitor budget execution at division level. • Create an inspiring work environment to enable staff development and professional progression. • Ensures coordination and monitoring of the overall workplan for the Supply Chain Division activities and takes the lead in consolidating the required human and financial resources for an effective enabling capacity. • Reviews evaluation reports and approves Contracts within his/her delegated authority. • Develops policies and procedures for efficient operation of the Division • Act as Secretary to Internal Procurement Committee and Tender Board • Leads the development of Annual and periodic plans and reports thereof for the Division • Coordinate with relevant stakeholders to mobilise resources for the Division's activities. • Guides the preparation of logical detailed and accurate responses to Audit queries on matters relating to the Supply chain operations. • Ensures that all workflows, processes and systems in place are relevant, cost effective and ultimately promote continuous improvement in the quality and delivery of services. • Provides strategic advice to the Director of Operations and Top Management; provides authoritative technical and policy advice on all aspects of Supply Chain. • Establishes priorities and sets management performance goals for staff in his/her line of supervision. Recommends and coordinates training programs for staff. • Leads change and improvement for Supply Chain operations. • Actively engages in management performance duties. Ensures the provision of management, guidance, development, training, constructive feedback, performance evaluation and appraisal, and provision of administrative support and other management functions to staff in the areas of his/her responsibility. • Maintains active communication and ensures the effective exchange of information between the Division and relevant stakeholders.
Senior Procurement Officer	P3	<ul style="list-style-type: none"> • Provide support in the preparation and Implement the programmes developed out of the Division's strategic plan; • Ensure effective coordination and implementation of Unit's plans and activities at various levels; • Liaise with Member States, Regional Economic Communities (RECs), and other relevant stakeholders on relevant matters; • Prepare and develop reports, budget and work programmes related to the functioning of the Division;

		<ul style="list-style-type: none"> • Provide support to develop resource mobilization strategy with stakeholders' coordination; • Manage and supervise direct reports to ensure their effective performance as per organization's performance management policy and system; • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use; • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes; • Prepare budgets for the Division in accordance with relevant frameworks. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets as may be required; • Actively contribute in the development of strategies, policies, programmes and plans • Coordinate, plan and programme and supervise the Procurement Unit with a view of providing overall efficient and effective support in procurement and; • Review, design, develop and update policies and guidelines governing activities of the Unit with the view to ensuring an efficient and transparent system; • Provide advice to Management on all matters relating to Procurement • Oversees the planning and execution of predefined programmes and activities of the Unit • Ensure that the Unit's activities are in line with predefined policies and report any anomalies. • Assist in the overall management of the Division. • Oversee the day-to-day administrative management of the Division. • Suggest strategic plans and programmes for the Division. • Provide support in ensuring strategies are implemented at regional and continental levels. • Follow up on the activities of the Unit to ensure effective execution and report thereon regularly. • Engage with relevant stakeholders to build lasting relationships and promote collaboration. • Contributes towards preparation of budgets for the Division in accordance with relevant frameworks. • Contribute to the preparation of reports of the Division • Ensure compliance with defined policies • Liaise with Partners on matters of mutual interest and best practices in Supply Chain • Manages, supervises and carries out the work plan of the Unit. Co-ordinates the work carried out by the Unit; provides programmatic and substantive reviews of drafts prepared by others. • Carries out programmatic/administrative tasks necessary for the functioning of the Unit, including preparation of budgets, reporting on budget/workplan performance, addressing audit queries and reporting on executed procurement activities on a periodic basis. • Develops proposals on revisions to Corporate Procurement and Travel policies and procedures; develops and recommends strategy for the effective implementation of procurement policies and reforms. • Leads and directs a work team; plans and allocates work assignments; coaches, mentors, and evaluates staff. • Serves as principal advisor to senior officials; provides authoritative technical and policy advice on all aspects of procurement, travel, Grants and Contract Management; develops and disseminates best practices
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		<ul style="list-style-type: none"> • Directs and manages planning, solicitation, negotiation, and, if necessary, termination of contractual and procurement action. • Analyses and evaluates procurement requests and ensures appropriateness of technical specifications in accordance with related established Financial Regulations and Rules, the Procurement Manual. • Manages, guides, develops and trains staff under his/her supervision. • Act as Secretary to Internal Procurement Committee and Tender Board. • Coordinates the preparation of Departmental Procurement Plans and consolidation of the Annual Procurement Plan of the Commission. • Negotiates complex Procurement Contracts and reasonable rates with Travel Service Providers. • Prepares Reports on work plan implementation and other activities of the Unit. • Reviews and evaluate the performance of vendors and contractors with an aim to achieve probity, accountability and proper performance of obligations by both parties
Procurement Officer	P2	<ul style="list-style-type: none"> • Assist in the preparation and following up on the activities of the division, including monitoring and evaluating progress made in line with a predefined strategic plan; • Contribute in conducting analysis and generate accurate reports in a timely manner for the respective Unit/Division and AU's internal use; • Conduct preliminary research on respective policy area and suggest new improvement on existing policy areas; • Assist in setting the overall research direction of a relevant policy area; • Responsible for the delegation and execution of defined assignment areas; • Participate in the organisation of relevant meetings, congresses and conferences with stakeholders; • Engage with relevant mid-level stakeholders and develop working relationships. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets; • Assist in drafting reports and participate in the preparation of budget and work programmes related to the functioning of the Unit/Division; • Provide technical support to internal and external stakeholders • Manage end-to –end procurement activities from planning to contract award • Participate in the execution of predefined programmes and activities of the Division. • Ensure that Division activities are in line with predefined policies and report any anomalies. • Develop, execute, and administer complex procurements for diverse works, goods and services in accordance with AU Regulations and internally accepted standards and procedures; • Provide advice and guidance as procurement officer responsible for all aspects of procurement functions including providing procurement expert advice, advising management and clients on wide ranging and complex technical and other issues relating to institutional procurement. • Engage with relevant stakeholders to build lasting relationships and promote collaboration. • Ensure the effective exchange of information between the Division and relevant stakeholders.

		<ul style="list-style-type: none"> • In consultation with Business Units, reviews the type of works, goods and services required and recommends appropriate procurement strategy and method and sources to be solicited. • Prepare solicitation documents for goods, works and services to be procured using appropriate methodologies. Carry out the procurement process, including pre-bidding conference, evaluation of bids, post-qualification and recommendation for award in line with African Union's Procurement procedures. • Prepare and disseminate the annual procurement plan of the Commission. • Monitor and track the Implementation of the Annual Procurement Plan in close collaboration with Business Units. • Prepare periodic reports and statistics on procurement activities such as purchase orders. Reviews progress and status reports as required. • Facilitate and conduct Procurement training in procurement techniques, processes and systems for African Union staff. • Review submissions from Organs and Regional offices for compliance with procedures prior to submission for consideration and approval by the Internal Procurement Committee or Tender Board • Providing guidance to Business Units on procurement, as well as oversight. Support Business Units in creating departmental procurement plans and estimates. • Provide advice and guidance to Business Units concerning development of specifications for acquisition of goods or related services including preparation of price estimates on procurement requests for non-standard items. • Develop procurement strategies for project and corporate procurements. • Ensure timely implementation of procurement activities, in accordance with project schedules. • Prepare and present procurement cases to the relevant authorities for approval. • Identify and manage procurement risk in the procurement cycle. • Track orders to ensure prompt delivery of services; • Perform any other relevant duty/ responsibility assigned by the Supervisor.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to space system IT division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

3.7. Facility Management Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
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Head of Facility Management	P5	<ul style="list-style-type: none"> • Coordinate the Division activities and ensure timely delivery of goals and objectives; • Supervise and manage employees to ensure successful performance; • Design strategies and policies consistent with the division's goal in order to address the pertinent issues in the relevant area; • Lead and supervise the design and plan policy programs to achieve these strategies; • Develop new and review activities as components of these strategies and policies; • Mobilize resources for execution of programmes and activities of the department; • Manage risk and recommend mitigation strategies. • Plan and monitor the day-to-day running of all support operations for sustainable facilities, fleet and supply chain management so as to ensure compliance with all applicable standards and provision of timely support to all clients; • Regularly evaluate the efficiency of all operational procedures related to facilities, fleets and supply chain management in accordance to the organizational objectives, rules, regulations and policies and apply improvement towards risk management; • Improve transparency and risk management as well as establish proper internal controls at all levels of the Directorate and produce reports for Management; • Optimize all procurement processes and workflows and coordinate materials, services, and resources allocation aiming to ensure cost-effectiveness and value-for-money; • Manage all existing facilities, office spaces and assets of the organization with appropriate corrective and preventative maintenance plan with the view to ensure 24/7 availability and quality service delivery to all customers /stakeholders; • Coordinate all constructions and renovations projects of the Union; • Develop and manage the budget for facilities, fleets and supply chain management, review budgetary cost estimates for the operation of the directorate and examine long-term operational needs against the organizational strategies and goals; • Lead periodic inspections and verifications of all facilities and assets of the organization for conformance to established standards of the organizational rules, regulations, policies and manuals; and oversee the areas of improvement as well as disposal of obsolete assets; • Oversee customers support processes and organize them to enhance customer satisfaction; • Revise and/or formulate policies and promote their implementation; • Evaluate overall performance by gathering, analyzing and interpreting data and metric for facilities and supply chain management. • Any other related assignments as may be assigned by supervisors.
Senior Facility Management Officer	P3	<ul style="list-style-type: none"> • Provide support in the preparation and implement the programmes developed out of the Division's strategic plan; • Ensure effective coordination and implementation of Unit's plans and activities at various levels; • Liaise with Member States, Regional Economic Communities (RECs), and other relevant stakeholders on relevant matters;

		<ul style="list-style-type: none"> • Prepare and develop reports, budget and work programmes related to the functioning of the Division; • Provide support to develop resource mobilization strategy with stakeholders' coordination; • Manage and supervise direct reports to ensure their effective performance as per organization's performance management policy and system; • Conduct complex analysis and generate accurate reports in a timely manner for the Division and AU's internal use; • Liaise with the various Departments/Units of the Commission for coordination and alignment purposes; • Prepare budgets for the Unit in accordance with relevant frameworks. • Support the promotion of the activities of the Unit including preparing leaflets, guidelines and fact sheets as may be required; • Actively contribute in the development of strategies, policies, programmes and plans • Ensure the smooth and effective functioning of the Unit by organizing, coordinating and providing direction to staff of the Unit. • Establish and review policies and procedures about the records management system. • Manage and foster teamwork and communication among staff in the Unit. • Ensure that the staff of the Unit are kept abreast about records and/or fleet management principles and requirements, and provided with appropriate trainings. • Improve working methods by ensuring the development or improvement and functioning of an Electronic Records Management System. • Ensure that an effective and efficient filing system is maintained. • Ensure the security and safety of records by establishing a Records Storage and Access Control Centre. • Maintain a central copy of approved records schedules for Departments/ Directorates/ Divisions. • Ensure that all Departments/Directorates/Divisions have up-to-date copies of approved records schedules for their records. • Ensure an efficient Mail Management System. • Ensure efficient management of the Fleet Management/Transport System of the Commission. • Establish and review policies and procedures about the fleet management system. • Ensure Organization's compliance of all fleet management and records management policies and procedures. • Serve as the Records Administrator responsible for leading, planning and managing the organization records management systems for both core mission and administrative records, regardless of medium or format. • Serve as Fleet Management Administrator in leading, planning and managing the Transport services of the organization
Facility Management Officer	P2	<ul style="list-style-type: none"> • Assist in the preparation and following up on the activities of the division, including monitoring and evaluating progress made in line with a predefined strategic plan;

		<ul style="list-style-type: none"> • Contribute in conducting analysis and generate accurate reports in a timely manner for the respective Unit/Division and AU's internal use; • Conduct preliminary research on respective policy area and suggest new improvement on existing policy areas; • Assist in setting the overall research direction of a relevant policy area; • Responsible for the delegation and execution of defined assignment areas; • Participate in the organisation of relevant meetings, congresses and conferences with stakeholders; • Engage with relevant mid-level stakeholders and develop working relationships. Support the promotion of the activities of the Division including preparing leaflets, guidelines and fact sheets; • Assist in drafting reports and participate in the preparation of budget and work programmes related to the functioning of the Unit/Division; • Provide technical support to internal and external stakeholders • Lead the organization transportation activities in an effective, efficient manner consistent with the organisational requirements and manage the pool of official drivers operating from multiple locations • Ensure good governance, proper performance and discipline of all drivers, Fleet Dispatcher and Fleet Inspection and Controller in the Transport Section. • Ensure service excellence by ensuring satisfaction for both internal and external clients. • Develop, implement & manage approved Transport Policies, Programmes and Manuals. • Make recommendation for changes and improvements to existing standards, policies and procedures. • Develop specifications, Terms of Reference, and work with the Purchasing and Supply Chain Division, participate in evaluation of bid, and make recommendations. • Analyze and make recommendations for vehicles standardization and optimal matches of needs and resources. • Plan, participate in the preparation and administration of the Transport Section's budget and implementation and expenditure reports. • Compute mathematical figures and make relatively complex arithmetic computations to prepare statistical data summaries. • Conduct fleet operation and maintenance cost analysis and report from data provided by the Fleet Dispatcher and the Vehicle Inspection and Controllers • Liaise with other sections through the Senior Facility Management on matters related to transport and fleet management; • Draft response on request for information; investigate complaints and recommend corrective actions as necessary to resolve complaints. • Ensure that all AfSA vehicles are covered under a comprehensive motor vehicle insurance policy. • Plan, advise and provide the necessary information to Management on the purchase and disposal and replacement of official vehicles. • Maintain and monitor data management system to organize fleets as per various schedules and requests. • Efficiently manage and monitor the Transport Section team and assign drivers to appropriate departments.
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Driver	GSB7	<ul style="list-style-type: none"> • Provide non-clerical support • Follow up and implement operational work schedules and support activities. • Ensures compliance to operational standards • Assist in liaising effectively with internal and external stakeholders. • Operate and ensure maintenance of official motor vehicles internal and external tidiness and serviceable condition. • Ensure that seat covers are clean and accurately fixed • Act in compliance with traffic laws and regulations • Perform minor maintenance when necessary with the approval of the Fleet Inspection Controller. • Transport authorized Officials of the AfSA and Visitors and from all Diplomatic Missions and/or International Organization and Government Offices; • Handle distribution of documents/messages within the office; • Deliver official documents and/or pick up and deliver light office equipment using official passenger motor vehicles or light pick-up trucks or vans; • Perform any other duties as assigned by Supervisor. • Ensure accurate maintenance of log sheets for the movement of official vehicles and delivering of official documents; • Ensure transportation of officials as required and approved by the AfSA. • Ensure the presence of safety and tools in the assigned vehicle and that they are in good conditions; • Carry his/her valid driving license at all times while operating the assigned official vehicles; • Complete and submit immediately and incident report and police report in case of an accident.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to facility management division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

4. DIRECTORATE OF POLICY AND EXTERNAL RELATIONS

4.1 Office of the director of policy and external relations

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
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Director	D1	<ul style="list-style-type: none"> • Assist the Director General in achieving the objectives of AfSA by ensuring high quality external relations services and adapted operational policies, rules and regulations • Ensure recruitment of staff and overall management of the directorate personnel. • Lead the development and implementation of effective, responsive and efficient policies and strategies on engagement of external partners that are aligned to organizational needs and best practice and in conformity with relevant AU rules and regulations. • Develop and maintain operating rules and procedures. • Provide technical leadership and ensure efficient functioning of all Divisions. • Prepare and oversee integrated programmes of overall activities of the directorate. • Determine and execute the overall strategy of the organization. • Develop and oversee policy development guidelines. • Build and maintain a strategic plan to form good working relations with other directorates. • Organize coordination meetings between AfSA and other relevant organizations. • Initiate and take necessary actions to collect funds of and for the AfSA as a whole. • Propose training programmes relating to programme designing and coordination. • Promote awareness and training of best practices in area of expertise. • Interaction with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Lead development and implementation of Strategic Planning policy framework to meet statutory obligations and AfSA priorities • Oversee development and implementation of AfSA Communication strategy • Any other responsibilities assigned by AfSA Director General.
Administrative Assistant	GSA3	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials

4.2. Policy and Strategy Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Support recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Policy and Strategy networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Policy and Strategy and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Policy and Strategy for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Policy and Strategy relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Policy and Strategy staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Policy and Strategy services and applications programmes. • Supporting the planning and execution of Policy and Strategy activities. • Contribute to the compilation of a Policy and Strategy programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Policy and Strategy related issues. • Identifying and writing project proposals relating to Policy and Strategy and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Policy and Strategy services and products as well as monitoring and evaluating Policy and Strategy programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Policy and Strategy programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Policy and Strategy programmes and project implementation

		<ul style="list-style-type: none"> • Assist in Coordination and liaison across the Commission on matter of Policy and Strategy • Undertake research and analysis to identify emerging Policy and Strategy issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Policy and Strategy initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Policy and Strategy activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Policy and Strategy.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to policy and strategy division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

4.3. Strategic planning, Cooperation, Partnership & Liaison Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Support recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Strategic planning, Cooperation, Partnership & Liaison networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Strategic planning, Cooperation, Partnership & Liaison and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division

		<ul style="list-style-type: none"> • Ensure production of working documents and draft decision in Strategic planning, Cooperation, Partnership & Liaison for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Strategic planning, Cooperation, Partnership & Liaison relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Strategic planning, Cooperation, Partnership & Liaison staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Strategic planning, Cooperation, Partnership & Liaison services and applications programmes. • Supporting the planning and execution of Strategic planning, Cooperation, Partnership & Liaison activities. • Contribute to the compilation of a Strategic planning, Cooperation, Partnership & Liaison programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Strategic planning, Cooperation, Partnership & Liaison related issues. • Identifying and writing project proposals relating to Strategic planning, Cooperation, Partnership & Liaison and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Strategic planning, Cooperation, Partnership & Liaison services and products as well as monitoring and evaluating Strategic planning, Cooperation, Partnership & Liaison programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Strategic planning, Cooperation, Partnership & Liaison programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Strategic planning, Cooperation, Partnership & Liaison programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Strategic planning, Cooperation, Partnership & Liaison • Undertake research and analysis to identify emerging Strategic planning, Cooperation, Partnership & Liaison issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Strategic planning, Cooperation, Partnership & Liaison initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Strategic planning, Cooperation, Partnership & Liaison activities in the member states and summarize for submission to the AfSA management and directorates.

		<ul style="list-style-type: none"> Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Strategic planning, Cooperation, Partnership & Liaison.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> Provides timely support to Strategic planning, Cooperation, Partnership & Liaison division operation, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

4.4. Communication & Outreach Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> Support recruitment of officers, consultants, and procurement of services Supervise and manage the employees of the division with regard to organisation and performance evaluation. Prepare Divisional annual programme budgets and mobilise adequate resources. Develop new and expand on existing activities as components of the strategies and policies. Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. Promote Communication & Outreach networks and expert mobility in Africa and the diaspora. Network with regional and international organizations in the area of Communication & Outreach and development for mutual benefit, ensuring a strong African position Ensure the production and submission of periodic reports on the activities of the Division Ensure production of working documents and draft decision in Communication & Outreach for the STC-EST and the AU relevant Policy Organs Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed Develop and oversee the implementation of mechanisms to enhance Communication & Outreach relevance and responsiveness Mobilize and manage resources for the work of the Division Support capacity development and mentoring of Communication & Outreach staff, especially youth and women. Perform any other duties that may be assigned by the Commission.
Senior Officer	P3	<ul style="list-style-type: none"> Coordinating development and implementation of Communication & Outreach services and applications programmes.

		<ul style="list-style-type: none"> • Supporting the planning and execution of Communication & Outreach activities. • Contribute to the compilation of a Communication & Outreach programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Communication & Outreach related issues. • Identifying and writing project proposals relating to Communication & Outreach and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Communication & Outreach services and products as well as monitoring and evaluating Communication & Outreach programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Communication & Outreach programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Communication & Outreach programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Communication & Outreach • Undertake research and analysis to identify emerging Communication & Outreach issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Communication & Outreach initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Communication & Outreach activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Communication & Outreach .
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to communication and outreach division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

5. DIRECTORATE OF SPACE APPLICATIONS

5.1. Office of the director of space applications

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Director	D1	<ul style="list-style-type: none"> • Assist the Director General in achieving the objectives of AfSA by ensuring high quality space applications in the 4 pillars of the African space policy and strategy that respond to African needs are promoted and used • Lead initiation and implementation of sustainable programs and projects on space applications for socio-economic development • Ensure recruitment of staff and overall management of the directorate personnel. • Develop and maintain operating rules and procedures. • Provide technical leadership and ensure efficient functioning of all Divisions. • Prepare and oversee integrated programmes of overall activities of the directorate. • Determine and execute the overall strategy of the organization. • Develop and oversee policy development guidelines. • Build and maintain a strategic plan to form good working relations with other directorates. • Organize coordination meetings between AfSA and other relevant organizations. • Initiate and take necessary actions to collect funds of and for the AfSA as a whole. • Propose training programmes relating to programme designing and coordination. • Promote awareness and training of best practices in area of expertise. • Interaction with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Coordinate development of African common position on Space applications in international fora • Any other responsibilities assigned by AfSA Director General.
Administrative Assistant	GSA3	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures

		<ul style="list-style-type: none"> • Draft initial requests on provision and maintenance of office facilities and materials
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5.2. Earth Observation Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Earth Observation Programme Manager	P5	<ul style="list-style-type: none"> • Oversee recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme workplans and their budgets implications • Appraise the Director on strategy to mobilise resources according to the budget. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote earth observation networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of earth observation and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in earth observation for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance earth observation relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of earth observation staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Earth Observation Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of earth observation services and applications programmes. • Supporting the planning and execution of earth observation activities. • Contribute to the compilation of a earth observation programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Programme Manager, the Director and the Head of Division on any earth observation related issues. • Identifying and writing project proposals relating to earth observation and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials.

		<ul style="list-style-type: none"> • Ensuring quality control and assurance of earth observation services and products as well as monitoring and evaluating earth observation programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of earth observation programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Earth Observation Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of earth observation programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of earth observation • Undertake research and analysis to identify emerging earth observation issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of earth observation initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review earth observation activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on earth observation.
POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Oversee recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme workplans and their budgets implications • Appraise the Director on strategy to mobilise resources according to the budget. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote earth observation networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of earth observation and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in earth observation for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance earth observation relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of earth observation staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.

Senior Earth Observation Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of earth observation services and applications programmes. • Supporting the planning and execution of earth observation activities. • Contribute to the compilation of a earth observation programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Programme Manager, the Director and the Head of Division on any earth observation related issues. • Identifying and writing project proposals relating to earth observation and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of earth observation services and products as well as monitoring and evaluating earth observation programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of earth observation programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Earth Observation Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of earth observation programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of earth observation • Undertake research and analysis to identify emerging earth observation issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of earth observation initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review earth observation activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on earth observation.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Earth Observation division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

5.3. Astronomy and Space Science Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual workplans, and programme budgets • Mobilise resources according to the budget • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote astronomy and space science networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of astronomy and space science and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in astronomy and space science for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance astronomy and space science relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of astronomy and space science staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Astronomy and Space Science Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of astronomy and space science services and applications programmes. • Supporting the planning and execution of astronomy and space science activities. • Contribute to the compilation of a astronomy and space science programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Programme Manager, the Director and the Head of Division on any astronomy and space science related issues. • Identifying and writing project proposals relating to astronomy and space science and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of astronomy and space science services and products as well as monitoring and evaluating astronomy and space science programmes and projects implementation.

		<ul style="list-style-type: none"> • Reporting to AfSA senior managers on implementation status of astronomy and space science programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Astronomy and Space Science Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of astronomy and space science programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of astronomy and space science • Undertake research and analysis to identify emerging astronomy and space science issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of astronomy and space science initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review astronomy and space science activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on astronomy and space science.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Astronomy and Space Science, division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

5.4. Satellite Communication Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Satellite Communication networks and expert mobility in Africa and the diaspora.

		<ul style="list-style-type: none"> • Network with regional and international organizations in the area of Satellite Communication and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Satellite Communication for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Satellite Communication relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Satellite Communication staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Satellite Communication Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Satellite Communication services and applications programmes. • Supporting the planning and execution of Satellite Communication activities. • Contribute to the compilation of a Satellite Communication programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Satellite Communication related issues. • Identifying and writing project proposals relating to Satellite Communication and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Satellite Communication and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Satellite Communication services and products as well as monitoring and evaluating Satellite Communication programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Satellite Communication programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Satellite Communication Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Satellite Communication programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Satellite Communication • Undertake research and analysis to identify emerging Satellite Communication issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Satellite Communication initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Satellite Communication activities in the member states and summarize for submission to the AfSA management and directorates.

		<ul style="list-style-type: none"> Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Satellite Communication.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> Provides timely support to Satellite Communication division operation, assists in activity planning, prepares operational work schedules and follow up implementation Coordinates and/or engage in technical assistance and/or logistical work, Assists in the creation, improvement and maintenance of operational processes and systems Prepares office communication at operational level and provide updates and draft reports Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

5.5. Navigation and Positioning Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> Resource person in the recruitment of officers, consultants, and procurement of services Supervise and manage the employees of the division with regard to organisation and performance evaluation. Prepare Divisional annual programme budgets and mobilise adequate resources. Develop new and expand on existing activities as components of the strategies and policies. Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. Promote navigation and positioning networks and expert mobility in Africa and the diaspora. Network with regional and international organizations in the area of navigation and positioning and development for mutual benefit, ensuring a strong African position Ensure the production and submission of periodic reports on the activities of the Division Ensure production of working documents and draft decision in navigation and positioning for the STC-EST and the AU relevant Policy Organs Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed Develop and oversee the implementation of mechanisms to enhance navigation and positioning relevance and responsiveness Mobilize and manage resources for the work of the Division Support capacity development and mentoring of navigation and positioning staff, especially youth and women. Perform any other duties that may be assigned by the Commission.
Senior Navigation and Positioning Officer	P3	<ul style="list-style-type: none"> Coordinating development and implementation of navigation and positioning services and applications programmes. Supporting the planning and execution of navigation and positioning activities.

		<ul style="list-style-type: none"> • Contribute to the compilation of a navigation and positioning programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any navigation and positioning related issues. • Identifying and writing project proposals relating to navigation, positioning and timing, and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Navigation and Positioning and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of navigation and positioning services and products as well as monitoring and evaluating navigation and positioning programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of navigation and positioning programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Navigation and Positioning Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of navigation and positioning programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of navigation and positioning • Undertake research and analysis to identify emerging navigation and positioning issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of navigation and positioning initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review navigation and positioning activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on navigation and positioning.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Navigation, Positioning and Timing division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

6. DIRECTORATE OF SPACE OPERATIONS & TECHNOLOGY

6.1. Office of the director of space operations & technology

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Director	D1	<ul style="list-style-type: none"> • Assist the Director General in achieving the objectives of AfSA by ensuring high quality space operation, mission planning and safety • Lead initiation and implementation of space operations and missions programs and projects • Ensure recruitment of staff and overall management of the directorate personnel. • Develop and maintain operating rules and procedures. • Provide technical leadership and ensure efficient functioning of all Divisions. • Prepare and oversee integrated programmes of overall activities of the directorate. • Determine and execute the overall strategy of the organization. • Develop and oversee policy development guidelines. • Build and maintain a strategic plan to form good working relations with other directorates. • Organize coordination meetings between AfSA and other relevant organizations. • Initiate and take necessary actions to collect funds of and for the AfSA as a whole. • Propose training programmes relating to programme designing and coordination. • Promote awareness and training of best practices in area of expertise. • Interaction with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. • Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. • Coordinate development of African common position on Space Operations & Technology in international fora • Any other responsibilities assigned by AfSA Director General.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials

6.2. Safety, Mission Planning & Assurance Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Safety, Mission Planning & Assurance networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Safety, Mission Planning & Assurance and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Safety, Mission Planning & Assurance for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Safety, Mission Planning & Assurance relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Safety, Mission Planning & Assurance staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Safety, Mission Planning & Assurance Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Safety, Mission Planning & Assurance services and applications programmes. • Supporting the planning and execution of Safety, Mission Planning & Assurance activities. • Contribute to the compilation of a Safety, Mission Planning & Assurance programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Safety, Mission Planning & Assurance related issues. • Identifying and writing project proposals relating to Safety, Mission Planning & Assurance and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Safety, Mission Planning & Assurance and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Safety, Mission Planning & Assurance services and products as well as monitoring and evaluating Safety, Mission Planning & Assurance programmes and projects implementation.

		<ul style="list-style-type: none"> • Reporting to AfSA senior managers on implementation status of Safety, Mission Planning & Assurance programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Safety, Mission Planning & Assurance Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Safety, Mission Planning & Assurance programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Safety, Mission Planning & Assurance • Undertake research and analysis to identify emerging Safety, Mission Planning & Assurance issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Safety, Mission Planning & Assurance initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Safety, Mission Planning & Assurance activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Safety, Mission Planning & Assurance.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Safety, Mission Planning & Assurance Division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

6.3. Systems, robotics & space infrastructure management division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Systems, Robotics & Space Infrastructure Management networks and expert mobility in Africa and the diaspora.

		<ul style="list-style-type: none"> • Network with regional and international organizations in the area of Systems, Robotics & Space Infrastructure Management and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Systems, Robotics & Space Infrastructure Management for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Systems, Robotics & Space Infrastructure Management relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Systems, Robotics & Space Infrastructure Management staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Systems, robotics & space infrastructure management Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Systems, Robotics & Space Infrastructure Management services and applications programmes. • Supporting the planning and execution of Systems, Robotics & Space Infrastructure Management activities. • Contribute to the compilation of a Systems, Robotics & Space Infrastructure Management programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Systems, Robotics & Space Infrastructure Management related issues. • Identifying and writing project proposals relating to Systems, Robotics & Space Infrastructure Management and ToRs for the mobilization of short-term experts to support specific activities • Assessing the capacity-building needs of member States in the fields of Systems, robotics & space infrastructure management and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Systems, Robotics & Space Infrastructure Management services and products as well as monitoring and evaluating Systems, Robotics & Space Infrastructure Management programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Systems, Robotics & Space Infrastructure Management programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Systems, robotics & space infrastructure management Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Systems, Robotics & Space Infrastructure Management programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Systems, Robotics & Space Infrastructure Management • Undertake research and analysis to identify emerging Systems, Robotics & Space Infrastructure Management issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Systems, Robotics & Space Infrastructure Management initiatives

		<ul style="list-style-type: none"> • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Systems, Robotics & Space Infrastructure Management activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Systems, Robotics & Space Infrastructure Management .
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Systems, robotics & space infrastructure management Division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

6.4. Assembly, integration & testing division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Assembly, integration & testing Programme Manager	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Assembly, Integration & Testing networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Assembly, Integration & Testing, and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Assembly, Integration & Testing for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Assembly, Integration & Testing relevance, and responsiveness

		<ul style="list-style-type: none"> • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Assembly, Integration & Testing staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Assembly, integration & testing Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Assembly, Integration & Testing services and applications programmes. • Supporting the planning and execution of Assembly, Integration & Testing activities. • Contribute to the compilation of a Assembly, Integration & Testing programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Assembly, Integration & Testing related issues. • Identifying and writing project proposals relating to Assembly, Integration & Testing and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Assembly, Integration & Testing services and products as well as monitoring and evaluating Assembly, Integration & Testing programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Assembly, Integration & Testing programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Assembly, integration & testing Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Assembly, Integration & Testing programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Assembly, Integration & Testing • Undertake research and analysis to identify emerging Assembly, Integration & Testing issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Assembly, Integration & Testing initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Assembly, Integration & Testing activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Assembly, Integration & Testing .
POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources.

		<ul style="list-style-type: none"> • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Assembly, Integration & Testing networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Assembly, Integration & Testing, and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Assembly, Integration & Testing for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Assembly, Integration & Testing relevance, and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Assembly, Integration & Testing staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Assembly, integration & testing Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Assembly, Integration & Testing services and applications programmes. • Supporting the planning and execution of Assembly, Integration & Testing activities. • Contribute to the compilation of a Assembly, Integration & Testing programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Assembly, Integration & Testing related issues. • Identifying and writing project proposals relating to Assembly, Integration & Testing and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Remote Sensing, Photogrammetry, GIS and Cartography and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Assembly, Integration & Testing services and products as well as monitoring and evaluating Assembly, Integration & Testing programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Assembly, Integration & Testing programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Assembly, integration & testing Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Assembly, Integration & Testing programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Assembly, Integration & Testing • Undertake research and analysis to identify emerging Assembly, Integration & Testing issues and review technical and strategic options and proposals to inform decision making.

		<ul style="list-style-type: none"> • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Assembly, Integration & Testing initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Assembly, Integration & Testing activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Assembly, Integration & Testing .
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Provides timely support to Assembly, integration & testing Division operation, assists in activity planning, prepares operational work schedules and follow up implementation • Coordinates and/or engage in technical assistance and/or logistical work, • Assists in the creation, improvement and maintenance of operational processes and systems • Prepares office communication at operational level and provide updates and draft reports • Assists in the compilation and maintenance of data and information for preparation, implementation and monitoring of budgets and activities • Liaises with HR and other division to provide first hand support in areas such as, but not limited to, Protocol, Procurement and Travel Management; Leave Management, Contract Management, Budget Management; interpretation, translation and venue arrangement issues respectively

7. DIRECTORATE OF INNOVATION, RESEARCH & DEVELOPMENT

7.1. Office of the director of innovation, research & development

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Director	D1	<ul style="list-style-type: none"> • Assist the Director General in achieving the objectives of AfSA by ensuring high quality space research and development, innovation and knowledge management and capacity building that respond to African needs • Lead initiation and implementation of research and development programs and projects on space science and technology • Ensure recruitment of staff and overall management of the directorate personnel. • Develop and maintain operating rules and procedures. • Provide technical leadership and ensure efficient functioning of all Divisions. • Prepare and oversee integrated programmes of overall activities of the directorate. • Determine and execute the overall strategy of the organization. • Develop and oversee policy development guidelines. • Build and maintain a strategic plan to form good working relations with other directorates. • Organize coordination meetings between AfSA and other relevant organizations. • Initiate and take necessary actions to collect funds of and for the AfSA as a whole.

		<ul style="list-style-type: none"> Propose training programmes relating to programme designing and coordination. Promote awareness and training of best practices in area of expertise. Interaction with Strategic partners and Development Partners in a bid to influence the adoption of and alignment of programmes to articulated AU Vision and priorities; as well as for resource mobilization and development of collaborative programmes. Develop and maintain regular working relations with top level stakeholders in appropriate agencies of Member States and partners. Coordinate development of African common position on innovation, research & development in international fora Any other responsibilities assigned by AfSA Director General.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> Able to communicate and handle correspondence in any two official languages of the AU. Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures Draft initial requests on provision and maintenance of office facilities and materials

7.2. Space industry & Business Development Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> Resource person in the recruitment of officers, consultants, and procurement of services Supervise and manage the employees of the division with regard to organisation and performance evaluation. Prepare Divisional annual programme budgets and mobilise adequate resources. Develop new and expand on existing activities as components of the strategies and policies. Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. Promote Space industry & Business Development networks and expert mobility in Africa and the diaspora. Network with regional and international organizations in the area of Space industry & Business Development and development for mutual benefit, ensuring a strong African position Ensure the production and submission of periodic reports on the activities of the Division

		<ul style="list-style-type: none"> • Ensure production of working documents and draft decision in Space industry & Business Development for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Space industry & Business Development relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Space industry & Business Development staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Space industry & Business Development Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Space industry & Business Development services and applications programmes. • Supporting the planning and execution of Space industry & Business Development activities. • Contribute to the compilation of a Space industry & Business Development programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Space industry & Business Development related issues. • Identifying and writing project proposals relating to Space industry & Business Development and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the fields of Space industry & Business Development and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Space industry & Business Development services and products as well as monitoring and evaluating Space industry & Business Development programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Space industry & Business Development programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Space industry & Business Development Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Space industry & Business Development programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Space industry & Business Development • Undertake research and analysis to identify emerging Space industry & Business Development issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Space industry & Business Development initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Space industry & Business Development activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Space industry & Business Development

Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials
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7.3. Capacity, Learning & Skills development Division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Capacity, Learning & Skills development networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Capacity, Learning & Skills development and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Capacity, Learning & Skills development for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Capacity, Learning & Skills development relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Capacity, Learning & Skills development staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Capacity, Learning & Skills Development Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Capacity, Learning & Skills development services and applications programmes. • Supporting the planning and execution of Capacity, Learning & Skills development activities.

		<ul style="list-style-type: none"> • Contribute to the compilation of a Capacity, Learning & Skills development programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Capacity, Learning & Skills development related issues. • Identifying and writing project proposals relating to Capacity, Learning & Skills development and ToRs for the mobilization of short-term experts to support specific activities. • Assessing the capacity-building needs of member States in the technical fields of space and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Capacity, Learning & Skills development services and products as well as monitoring and evaluating Capacity, Learning & Skills development programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Capacity, Learning & Skills development programmes and projects. • Participating in relevant workshops, seminars and regional meetings.
Capacity, Learning & Skills Development Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Capacity, Learning & Skills development programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Capacity, Learning & Skills development • Undertake research and analysis to identify emerging Capacity, Learning & Skills development issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Capacity, Learning & Skills development initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Capacity, Learning & Skills development activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Capacity, Learning & Skills development.
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials

7.4. Knowledge management division

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY
Head	P5	<ul style="list-style-type: none"> • Resource person in the recruitment of officers, consultants, and procurement of services • Supervise and manage the employees of the division with regard to organisation and performance evaluation. • Prepare Divisional annual programme budgets and mobilise adequate resources. • Develop new and expand on existing activities as components of the strategies and policies. • Engage stakeholders within Members States and RECs in designing, implementing and alignment of Science and Technology strategies. • Promote the development and retention of high caliber scientific personnel in science especially women, and young professionals. • Promote Knowledge Management networks and expert mobility in Africa and the diaspora. • Network with regional and international organizations in the area of Knowledge Management and development for mutual benefit, ensuring a strong African position • Ensure the production and submission of periodic reports on the activities of the Division • Ensure production of working documents and draft decision in Knowledge Management for the STC-EST and the AU relevant Policy Organs • Represent the department or the Commission in conferences, bi-lateral and multi-lateral engagements as instructed • Develop and oversee the implementation of mechanisms to enhance Knowledge Management relevance and responsiveness • Mobilize and manage resources for the work of the Division • Support capacity development and mentoring of Knowledge Management staff, especially youth and women. • Perform any other duties that may be assigned by the Commission.
Senior Knowledge Management Officer	P3	<ul style="list-style-type: none"> • Coordinating development and implementation of Knowledge Management services and applications programmes. • Supporting the planning and execution of Knowledge Management activities. • Contribute to the compilation of a Knowledge Management programmes and projects database and other initiatives at national, regional and continental levels. • Advising the Commissioner, the Director and the Head of Division on any Knowledge Management related issues. • Identifying and writing project proposals relating to Knowledge Management and ToRs for the mobilization of short-term experts to support specific activities. <ul style="list-style-type: none"> • Assessing the capacity-building needs of member States in the fields of Knowledge Management and any other related matters. • Based on the need assessments, he/she shall lead in preparing and revising training curriculum and training materials. • Ensuring quality control and assurance of Knowledge Management services and products as well as monitoring and evaluating Knowledge Management programmes and projects implementation. • Reporting to AfSA senior managers on implementation status of Knowledge Management programmes and projects.

		<ul style="list-style-type: none"> • Participating in relevant workshops, seminars and regional meetings.
Knowledge Management Officer	P2	<ul style="list-style-type: none"> • Assist with the coordination, design and implementation of Knowledge Management programmes and project implementation • Assist in Coordination and liaison across the Commission on matter of Knowledge Management • Undertake research and analysis to identify emerging Knowledge Management issues and review technical and strategic options and proposals to inform decision making. • Provide a range of programme and project management and support services, including the preparation of discussion papers, briefs and submissions to contribute to the development and delivery of Knowledge Management initiatives • Assist in drafting meeting reports including STC report, draft decisions and ensuring quality control • Periodically review Knowledge Management activities in the member states and summarize for submission to the AfSA management and directorates. • Assist in establishing/revitalizing networks and platforms for information exchange and mutual learning on Knowledge Management
Administrative Assistant	GSA5	<ul style="list-style-type: none"> • Able to communicate and handle correspondence in any two official languages of the AU. • Keeps diary of Director/head and informs him/her accordingly and timeously, Receives and maintains proper correspondence at the Division, Prompts action, • Provides support for the provision of logistical arrangements, activity implementation and provision of updates, liaises effectively with internal and external stakeholders, follow up meeting decisions and correspondence outcomes and ensure their implementation, • Prepares draft routine office communication and assist in compiling data and information for reporting purposes, contributes to the creation, improvement and maintenance of record and retrieval systems, Maintains good computer file naming procedures • Draft initial requests on provision and maintenance of office facilities and materials

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"> 1. Provide general support to Panel members and Focal Points 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. 3. Keeps the Panel and Focal Points well briefed about their roles and Mandate in line with APRM's Mandate 4. Provide information, assistance and support to Panel and Focal Points. 5. Assist the Panel and Focal Points with the preparation of reports. 6. Gather information and necessary data required by the Focal Points and the APR Panel. 7. Perform general administrative duties such as filing, copying, filling out paperwork for the Panel and Focal Points. 8. Assist in the monitoring of schedules and timelines for the Panel and Focal Points in handling their duties. 9. Follow-up with Budget, payments, and allowances for the Panel , where necessary. 	Master's Degree/Bachelor's Degree
10	Protocol Officer	P2	<ol style="list-style-type: none"> 1. Responsible for the handling of applications for visas from Panel members, staff and their family members. 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; 3. Keep the APRM regularly informed about policies and guidelines on consul matters 4. Manage all protocol-related Airport duties of the APRM. 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. 6. Liaise with Administration and Finance Division regarding transportation of VIPs, gusts and delegates to and from the Airport/hotels on arrival/departure. 7. Establish and maintain database for AU passport issued and for their renewal; 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 9. Liaise with concerned Authorities, particularly Ministry of Foreign Affairs, Security, Immigration and Customs Authority, for the smooth coordination of APRM Airport duties. 10. Handle protocol-related matters at the residence of the Chairperson and the Deputy Chairperson. 11. Organize official cocktail receptions, luncheons and dinners; prepare and distribute invitation cards accordingly; 12. Welcome and usher guests during official ceremonies and functions. 13. Ensure that the Director, Deputy Director or their representatives are 	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	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 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 & 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"> 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. 2. Draft and review substantive correspondence for strategic meetings (forum and exco), as well as draft and clear briefing notes and talking points. 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. 4. Conceptualise and develop performance management tools to support the APRM Secretariat to meet its objectives. 5. Support the strategic planning of the APRM Continental Secretariat's work in member states regarding projects and actions planned through the year. 6. Develop, implement and evaluate assigned programmes/projects. 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. 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. 9. Research, analyse and present information gathered from diverse sources. 10. Contribute to the APRM's quality assurance and results reporting role. 11. Keep abreast of latest emerging trends and innovative approaches in strategic planning. 12. Generate survey initiatives; design data collection tools; review, analyse and interpret responses, identify problems/issues and prepare conclusions. 	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"> 1. Lead the development of the APRM collaboration strategy to achieve defined organisational objectives. 2. Develop an engagement plan in line with the APRM collaboration strategy to cover all member state engagement. 3. Oversee the design of promotional material and maintain contact with the Marketing and Communications team in order to coordinate all engagement activities. 4. Drive the development, execution and performance of all activities designed to increase stakeholder collaboration and engagement across the member states. 5. Manage and evaluate engagement levels to achieve maximum stakeholder satisfaction. 6. Establish strategies in conjunction with the Monitoring and Evaluation Coordinator and the Country Review Coordinator to drive the implementation of the associated plans. 7. Ensure that stakeholders have up to date knowledge of APRM activities and associated outputs. 8. Develop and maintain strong work relationships with key opinion leaders in the member states to inform future planning. 9. Manage all aspects of member state profiles, including trends and review performance history. 10. Drive the engagement and collaboration processes and solutions with external and internal stakeholders to deliver on the specific mandate. 11. Manage the presentations to and major programme planning with key stakeholders. 12. Drive multi-disciplinary teams to provide key stakeholders with continental intelligence and other value-added services. 13. Proactively manage stakeholder expectations and objections and 	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 & 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"> 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. 2. Work closely with the cross-functional management teams to ensure the delivery of an integrated communication strategy and related programmes. 3. Consult with the various departments on communication requirements - facilitate, advise and get operationally involved where appropriate. 4. Network and build relationships across the APRM, particularly at the management levels. 5. Ensure effective management of communication projects. 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. 7. Formulate and maintain the crisis communication strategy. 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. 9. Manage the development and production of publications (plus translations) including banners, information brochures, annual reports, pamphlets and programme information. 10. Manage all APRM signage and document branding (letterheads, certificates, etc). 11. Oversee the implementation of client surveys and coordinate the response to the feedback. 12. Drive the planning, formulation and implementation of the APRM's public and media relations strategy, policies and procedures. 13. Strategically network with and establish relationships with media 	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"> 1. Provide support to the Senior Media and Communications Officer. 2. Provide support before and during APRM's events and the implementation of its campaigns. 3. Develop /produce communication material for marketing and awareness raising activities including briefing material and press releases. 4. Organize press conferences, interviews, press tours and other events with media involvement. 5. Manage the APRM's media/press relations. 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. 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. 8. Participate in hiring, selecting, and supervising the production of audio-visual material. 9. Identify and use the most effective channels for dissemination of all information products to relevant target audiences. 10. Identify opportunities for engagement with the media press conferences and leads. 	Bachelor's Degree or Master's degree
22	Publishing Officer	P2	<ol style="list-style-type: none"> 1. Plan, implement, and coordinate effective writing services to support the content, design, publishing, and distribution of publications. 2. Provide high-level editing expertise and advice to staff to ensure best practice in the development and publishing of materials. 3. Provide specific advice in the area; meeting with clients; assisting clients and managers with various tasks. 4. Manage relationships with key partners in the publishing department; 5. Handle work on special assignments; maintaining records of published work 6. Edit, proofread and quality assure materials for a range of media and, in particular, for school systems/sector and the wider community. 7. Design, develop and deliver publications and other communication materials. 8. Work closely and effectively with individuals at all levels on publishing work. 9. Prioritise workloads, work within a team environment and deliver outcomes on schedule. 10. Provide innovative thinking in developing key publications for APRM 	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
CEO's Office				
27	Principal Legal Counsel	P4	<ol style="list-style-type: none"> 1. Drive internal understanding of relevant developments in the legal environment. 2. Formulate and review legal policies and guidelines for the organisation and monitor compliance. 3. Participate in and provide comments on the formulation and review of regulations and protocols by the African Union. 4. Review all legislation that impacts the activities of the APRM. 5. Review APRM documentation to ensure legal compliance. 6. Review business and operation processes to ensure legal compliance. 7. Conduct legal risk assessments. 8. Develop & monitor legal risk management strategies. 9. Draft comprehensive legal opinions for submission to the relevant heads of departments. 10. Coordinate, facilitate and execute activities to build internal capacity for legal compliance, drafting and litigation. 11. Draft and review all contractual agreements and provide commentary before they are signed. 12. Provide advice on contract breaches when necessary. 13. Provide timely and well researched legal advice to the APRM. 	Master's Degree/Bachelor's Degree
28	Legal Officer	P2	<ol style="list-style-type: none"> 1. Assist in the interpretation and drafting (where appropriate) of legislation, regulations and protocols. 2. Prepare documents to enable the editing and certification of protocols in accordance with prescribed rules and regulations. 3. Communicate amended or new regulations and protocols to APRM managers. 4. Provide assistance to APRM managers and officers with the drafting of legal documents (eg. tenders, documents opinions, contracts, agreements and memorandum of understandings). 5. Attend to general legal queries logged by departmental staff. 	Bachelor's Degree or Master's degree
Directorate of Operations				
29	Director	D1	<ol style="list-style-type: none"> 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. 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. 3. Advise on the development and implementation of an effective Operations Directorate that meets the organisational needs. 	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"> 1. Assist in defining and drafting approaches, policies, procedures, guidelines and formats for short listing, interviewing and selection of staff. 2. Work closely with other Directorates, Divisions and Units to identify staffing needs and respond accordingly. 3. Plan, coordinate, prepare and place and follow through vacancy announcements to hiring of staff. 4. Coordinate (and participate where applicable in the) short listing and interviewing process in staff appointment. 5. Prepare reports on short listing and interview exercises, seeking approval for appointments, drawing up of contracts, and preparing job offers to successful candidates. 6. Maintain rosters of qualified candidates for possible use in other relevant vacancies. 7. Track assumption and separation of staff and provide timely status reports. 8. Coordinate communications, transportation and on-boarding activities for new hires. 9. Prepare renewal of employment contracts based on feedback from performance evaluation process. 10. Keep abreast of changing rules and regulations guiding recruitment procedures. 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. 12. Effective performance of HR administrative and labour relations functions, including maintenance of staff representative structures and unions, where applicable. <ul style="list-style-type: none"> •Provide counselling support to staff and encourage them to talk about 	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	<p>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.</p> <p>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.</p> <p>3. Respond to reported security violations received from all users and operating units of the organization.</p> <p>4. Manages and configures hardware and software firewalls and related security protection tools, antiviruses, etc.</p> <p>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.</p> <p>6. Document security incidents for the organization's records. Respond to the functional units of the security incidents per the guidelines of the organization.</p> <p>7. Develop and install tools to monitor the network for suspicious activity.</p> <p>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.</p> <p>9. Ensures that all security projects are documented (ongoing status reports and a summary report).</p> <p>10. Provide weekly written status reports and summary reports of security incident statistics.</p> <p>11. Identifies and notifies approved users of vulnerable computers and Investigates suspicious network activity (bandwidth spikes, SMTP, POP3, IP, and DHCP problems, etc.)</p> <p>12. Develops and implements regular network security scanning</p>	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	1. Responsible for handling procurements, contracts, grants and grant agreements. 2. Management of calls for tenders and proposals. 3. 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 . 4. Managing calls for tenders and proposals (e.g. publication, organisation of and assistance to evaluation boards, selection process, contract award and signature) . 5. 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 6. Supporting the draft and negotiation of contracts and agreements. 7. Contributing to legal and financial management of any legal commitment . 8. Following up on contract and grant implementation and performance. 9. Assisting project officers with issues in the contract and agreement lifecycle.Any other administrative tasks related to contract and agreement management.	Bachelor's Degree or Master's degree
44	Procurement Assistant	GSA5	1. Reviews, records and prioritizes purchasing requests and obtains additional information/documentation as required; 2. Provides assistance to requisitioners in preparing scope of work and specifications of goods and services; 3. Proposes product substitutions consistent with requirements to achieve cost savings; determines the availability of funding sources. 4. Identifies and recommends sources of procurement; interview potential suppliers. 5. 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. 6. 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	Diploma/Bachelor's Degree
45	Travel Officer	P1	1. Oversee travel related services for APRM missions. 2. Provide guidance on travel administration policies and practices in line with AU Travel Policy. 3. Verify services rendered by the Travel Management Contractors (TMCs) are satisfactory and in accordance with the signed contracts. 4. Ensure that the quotations provided for airline tickets are at the most competitive market prices. 5. Monitor Travel Dashboard and ensure completeness and accuracy of data. Compile and analyze APRM's mission travel related reports.	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 & 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 & Regulations.</p> <p>2.Responsible for checking the accurateness and completeness of documents & 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"> 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. 2. Prepare forecasts for cash requirement, requests for the release of funds and follow-ups for fund disbursements. 3. Reviewing and updating the status of the project funds. 4. Preparing financial statements and maintaining financial records of contributions from Partners and analysing expenditures and balances relating to the transaction of the funds; 5. Preparation of budgets of the Departments, Divisions and the projects. 6. Tracking project funds and performance report for the attention of the leadership and providing advice when necessary on the use of financial resources. 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. 8. Confirm that payments are processed by the monthly deadlines. 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. 10. Review the periodic financial monitoring of implementing partners, in coordination with programme and/or project control staff. 11. Draft responses to audit queries from internal and external audits and 	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"> 1. Coordinate the preparation, execution and evaluation of APRM annual budgets and budget execution reports. 2. Review and make appropriate recommendations with respect to the finalization of budget performance reports and analyse variances between approved budgets and actual expenditure. 3. Monitor budget implementation and determine and recommend re-allocation or virement of funds when and where necessary. 4. Ensure all procurement is vetted against relevant budget lines and the availability of funds and certify payment documentation before the disbursement of funds. 5. Prepare working documents and necessary inputs for budget analyses 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. 7. Ensure regular reconciliation of all accounting ledgers. 8. Prepare monthly statements by collecting data; analyzing and investigating variances; and summarizing data, information, and trends. 9. Maintain the APRM's fixed assets register and coordinate regular stocktaking and fixed assets verification processes. 10. Prepare regular management reports and the associated commentary, including monthly management accounts. 11. Prepare quarterly and annual statements by assembling and analysing the relevant data. 12. Respond to financial queries by gathering, analyzing, summarizing and interpreting data. 13. Provide financial advice by studying operational issues; applying financial principles and practices; and developing recommendations. 14. Prepare special reports by studying variances; preparing budgets; and 	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"> 1. Provide accounting and clerical assistance to the Finance component.1.1.General 2. Provide accounting and clerical assistance to the Finance component. 3. Capture financial data and prepare and maintain accounting documents and records. 4. Prepare bank deposits, general ledger postings and statements. 5. Update financial records, prepare reports and reconcile bank statements. 6. Process business transactions into SAP. 7..Reconcile accounts promptly and accurately. 8. Perform clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping. 9. Assist with the preparation of statutory accounts. 10. Calculate and check to make sure payments, amounts and records are correct. 11. Sort out incoming and outgoing daily post and answer any queries. 12. Process creditor payments and credit notes when applicable. 13. Issue receipts when appropriate. 14. Reconcile and replenish petty cash. 15. Ensure that all petty cash transactions are supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation. 16. Perform monthly reconciliations to confirm the balance of each account. 17. Administer petty cash in accordance with the APRM policy. 18. Allocate and clear amounts in suspense or clearing accounts to the relevant cost centres on a monthly basis. 18. Store petty cash in a lockable box and keep in a safe place. 	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"> 1. Provide accounting and clerical assistance to the Finance component.1.1.General 2. Provide accounting and clerical assistance to the Finance component. 3. Capture financial data and prepare and maintain accounting documents and records. 4. Prepare bank deposits, general ledger postings and statements. 5. Update financial records, prepare reports and reconcile bank statements. 6. Process business transactions into SAP. 7..Reconcile accounts promptly and accurately. 8. Perform clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping. 9. Assist with the preparation of statutory accounts. 10. Calculate and check to make sure payments, amounts and records are correct. 11. Sort out incoming and outgoing daily post and answer any queries. 12. Process creditor payments and credit notes when applicable. 13. Issue receipts when appropriate. 14. Reconcile and replenish petty cash. 15. Ensure that all petty cash transactions are supported by authentic and verifiable source documents, clearly indicating the approved accounting allocation. 16. Perform monthly reconciliations to confirm the balance of each account. 17. Administer petty cash in accordance with the APRM policy. 18. Allocate and clear amounts in suspense or clearing accounts to the relevant cost centres on a monthly basis. 18. Store petty cash in a lockable box and keep in a safe place. 	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 & Central Africa or the Regional Coordination for East & 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 & Central Africa or the Regional Coordination for East & 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"> 1.Initiating countries’ preparation for undertaking their reviews, including the setting up of national autonomous bodies and focal points entrusted with the process; 2.Organizing support in the preparation of Country Self Assessment Reports (CSAR); 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); 4.With the support of Assistant Directors in thematic areas, coordinating the preparation of issues papers related to the countries undergoing review; 5.Organizing the support of the Office to the Panel Member leading the Country Review Team (CRT); 6.Coordinating the review process review, including consolidation of contributions of the members of the CRT, in their respective thematic area; 7.Supervising the finalization of country reports; 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; 9.Maintaining the necessary contacts with national focal points to ensure an effective follow up of the implementation of their Programmes of 	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"> 1.Initiating countries’ preparation for undertaking their reviews, including the setting up of national autonomous bodies and focal points entrusted with the process; 2.Organizing support in the preparation of Country Self Assessment Reports (CSAR); 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); 4.With the support of Assistant Directors in thematic areas, coordinating the preparation of issues papers related to the countries undergoing review; 5.Organizing the support of the Office to the Panel Member leading the Country Review Team (CRT); 6.Coordinating the review process review, including consolidation of contributions of the members of the CRT, in their respective thematic area; 7.Supervising the finalization of country reports; 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; 9.Maintaining the necessary contacts with national focal points to ensure an effective follow up of the implementation of their Programmes of 	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"> 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; 2.Overseeing the development of indicators related to Economic Governance and Management; 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; 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. 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; 6.Participating in the selection of experts in Economic Governance and Management to be recruited as team members of the Country Review Mission (CRM); 7.Participating in the country review process and provide the CRM with relevant economic expertise; 8.Organising, preparing and providing the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM. 	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"> 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; 2.Assisting with the development of indicators related to Economic Governance and Management; 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; 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. 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; 6.Participating in the selection of experts in Economic Governance and Management to be recruited as team members of the Country Review Mission (CRM); 7.Participating in the country review process and provide the CRM with relevant economic expertise; 8.Organising, preparing and providing the necessary inputs to the workshops, seminars, etc on experiences sharing as they relate to EGM. 	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"> 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. 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. 3.Undertaking research and analysis on the situation of Democracy and Political Governance in individuals member states of the African Union, 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, 5.Undertaking research activities aimed at developing further performance indicators of Democracy and Political Governance. 6.Participating in the selection of experts in democracy and political governance to be recruited as team members of the Country Review Mission (CRM); 7.Support the Country Review Team in developing "Issues Paper" on DPG 8.Participating in the country review process by providing the CRM with relevant DPG thematic expertise 	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"> 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. 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; 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, 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, 5.Undertaking research activities aimed at developing further indicators of Corporate Governance in the African context. 6.Participating in the selection of experts in Corporate Governance to be recruited as team members of the Country Review Mission (CRM); 7.Participating in the country review process by providing the CRM with relevant corporate governance thematic expertise 	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"> 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. 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; 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, 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, 5.Undertaking research activities aimed at developing further indicators of Corporate Governance in the African context. 6.Participating in the selection of experts in Corporate Governance to be recruited as team members of the Country Review Mission (CRM); 7.Participating in the country review process by providing the CRM with relevant corporate governance thematic expertise 	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"> 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. 2. Developing and implementing gender mainstreaming in APRM country review processes and in the implementation of National Programs of Action; 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; 4. Overseeing the development of indicators related to Socio-Economic Development and Gender, including 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; 6. Providing technical support with a view to deepening gender integration and mainstreaming in APRM processes, activities and programs; 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. 8. Designing and facilitating meetings, trainings, and workshops, using participatory methodologies and approaches; <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"> 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. 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; 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; 4. Assisting with the development of indicators related to Socio-Economic Development and Gender, including 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; 6. Providing technical support with a view to deepening gender integration and mainstreaming in APRM processes, activities and programs; 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. 8. Designing and facilitating meetings, trainings, and workshops, using 	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"> 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
79	Head of Governance Reporting Division	P5	<ol style="list-style-type: none"> 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. 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. 3. Assist in evaluating finalized copies of reports for compliance with AU policies, style and tone befitting AU governance philosophies. 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. 5. Coordinating and facilitating continental and country governance assessments and reporting, focusing on; governance, political processes and institutions, and other related areas. 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. 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 	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"> 1. Conducting research of individual countries data bases including, in particular, data and information related to thematic areas; 2. Ensuring provision of necessary inputs to the preparatory process of country reviews, on four thematic areas, including supervising the drafting of relevant documents; 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; 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; 5. Analysing data from countries and other forms of research as required; 6. Providing national focal points with necessary information and training, if required, for the preparation of their CSAR; 7. Facilitate the development of indicators related to the four thematic areas; 8. Facilitating the organisation of workshops to be attended by government officials, academia and private sector with a view to sharing experiences. 	Master's Degree/Bachelor's Degree
87	Senior Africa Governance Report Officer	P3	<ol style="list-style-type: none"> 1. Lead the process of identifying the theme for the AGR and defining the critical parameters of the theme into a research framework 2. Design innovative and strategic approaches for researching and drafting themes covered by the AGR report; 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; 4. Providing technical guidance and inputs into recommendations across all the thematic areas and key areas identified in the AGR 5. Present the AGR drafts and final report to AU – APRM policy bodies for validation, sign-off and/or adoption. 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. 7. Contribute to knowledge creation and dissemination in all areas of governance, in close collaboration with experts across the APRM Community. 8. Contribute to the agenda and implementation of governance knowledge generation, culminating into publications of high-quality expert-level analytical pieces. 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. 	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"> 1. Contribute to the articulation of the AGR themes and development of indicators and other parameters for the research framework 2. Develop research tools for implementation of research for the AGR report. 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; 4. Provide inputs into recommendations on key findings and recommendations across all areas identified in the AGR 5. Prepare documentation for workshops, review meetings and validation meetings of the AGR. 6. Develop AGR-related knowledge products and reports as requested. 7. Contribute to knowledge creation in all areas of governance as part of a team of experts for the APRM Community. 8. Review specific reports for compliance with AU writing and publishing standards. 	Bachelor's Degree or Master's degree
89	Senior National Governance Report Officer	P3	<ol style="list-style-type: none"> 1. Liaise and communicate with member states to complete national governance report. 2. Draft and review substantive correspondence for member states regarding the development of national governance report. 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. 4. Supports the Division to accomplish its work in member states regarding projects planned throughout the year. 5. Developing necessary documentations including guidelines that will assist member states develop national governance report. 6. In collaboration with other APRM national structures, plans and facilitates workshops, trainings and assisting in developing tools for governance reporting. 7. In collaboration with member states, facilitates in setting up national team to drive efforts towards the completion of national governance reports. 8. Leads national efforts aiming at successful implementation of national governance report 9. Develop project proposals for submission to secure resources to support member states to produce national governance reports. 10. Provide technical support to National Governance Commissions (NGCs) responsible of coordinating the development of national governance report. 11. Provide training to national governing commissions and the national team commissioned to produce national governance report. 12. Maintain all relevant records and files to ensure that updates are provided as and when required. 	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&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&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 & Evaluation in the implementation of the directorate's operations</p> <p>2.Assist the Director of Monitoring & Evaluation to comply with APRM and AU administrative rules, regulations, policies and strategies</p> <p>3.Assist the Director of Monitoring & 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 & 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 & 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 & 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&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&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&E Officer in organising workshops for knowledge sharing. Specific Responsibilities: 1.Assisting the Senior M&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&E Officer in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&E Officer in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&E Officer in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&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&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&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&E Officer in organising workshops for knowledge sharing. Specific Responsibilities: The Monitoring & Evaluation of National Governance - Programmes Officer (P1) will be specifically tasked in:</p> <p>1.Assisting the Senior M&E Officer and other M&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&E Officer and other M&E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&E Officer and other M&E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&E Officer and other M&E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&E Officer and other M&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"> 1.Ensure high quality data and maintain the data base of the M&E component of the APRM Knowledge Hub 2.Support the Secretariat's Directorates and Divisions in undertaking statistical operations including surveys, data analysis and forecasting 3.Propose rationale for introducing governance indices and Index in tracking key governance areas on the continent from APRM's perspective. <p>Specific Responsibilities: The Senior Statistician will be specifically tasked to:</p> <ol style="list-style-type: none"> 1.Develop a comprehensive governance Framework with clearly defined clusters and indicators at various levels 2.In collaboration with the Senior M&E officer, profile all indicators 3.Identify the sources of data, plan for data collection, etc. for all profiled indicators 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. 5.Develop a solid and reliable statistical / econometric methodology for data aggregation 6.Compute various indices for the defined clusters / themes and overall index of governance performance on the continent. 	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&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&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&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&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&E Officer and other M&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&E Officer and other M&E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&E Officer and other M&E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&E Officer and other M&E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&E Officer and other M&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&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&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&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&E Officer and other M&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&E Officer and other M&E officers in identifying potential bottlenecks and recommending reliable measures.</p> <p>3.Assisting the Senior M&E Officer and other M&E officers in drafting the data collection process and templates</p> <p>4.Assisting the Senior M&E Officer and other M&E officers in verifying the data received from Member States.</p> <p>5.Assisting the Senior M&E Officer and other M&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&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&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&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&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 &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&E of Continental and Global Governance and liaising with the M&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&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&E of Continental and Global Governance and liaising with the M&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&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&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&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&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&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&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&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&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

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
DIRECTOR	P5	<p>This is a senior position within the Pan African University's Management structure. Reporting to the Rector, the holder of this position will serve as the Principal Officer with responsibility for oversight of all academic, planning and development programs at the Pan African Virtual and E-University. The incumbent will also ensure the implementation of the decisions of the PAU Council and the day-to-day management and administration of PAVEU.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Responsible for the effective management of the personnel, finances, property, equipment and facilities of PAVEU; Prepare and submit activity reports to the Rectorate quarterly and report annually the accomplishments of PAVEU and its staff; Ensure the implementation and periodic monitoring of the multi-annual strategic development plan; Oversee the preparation of the budget and financial reports; Ensure the commitment and release of funds for which provision has been made in the approved budget and serve as the authorizing officer for its use; With the approval of the Rector, sign agreements pertaining to voluntary 	<p>Qualifications</p> <ul style="list-style-type: none"> • PhD holder in a relevant discipline with twelve (12) years post qualification relevant work experience out of which seven (7) years should be at managerial with five (5) years' exposure to supervisory role(s) • Proven experience in Educational Technologies and programme management/coordination <p>Skills and competencies</p> <ul style="list-style-type: none"> • Excellent report writing and presentation skills; • Excellent analytical and problem-solving skills • Good planning and organizational skills; • Management experience, excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment from diverse constituencies; • Experience of the higher education environment in Africa. • Ability to develop and delegate clear program goals, plans and actions, including budgets, that are consistent with agreed strategies • Ability to prepare Budget, Progress Report, Work Plan and present for its adoption • Ability to effectively lead, supervise, mentor, develop and evaluate staff • Evidence of ethical, transparent, fair, dependable leadership style and professionalism;

		<p>donations or contributions to the virtual University;</p> <p>vii. Supervise the planning and development of course programs, policies, procedures and guidelines;</p> <p>viii. Plan the evaluation and review of course programs and curriculum development</p> <p>ix. Liaise with national, regional, continental and international accreditation and quality assurance agencies;</p> <p>x. Coordinate the evaluation processes for hiring of consultants such as subject matter experts, instructors, etc. and make recommendations on their tenure;</p> <p>xi. Participate as member of PAU council and senate;</p> <p>xii. Perform any other duty /responsibility assigned.</p>	<ul style="list-style-type: none"> • Demonstrated ability to be innovative, resourceful, and action-oriented; • Demonstrated team leadership skills in change and transition management; • Knowledge of national, regional and international accreditation and quality assurance standards and processes <p>Language</p> <ul style="list-style-type: none"> • Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage.
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POSITION S TITLE	GR ADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
Academic Programs Coordinator	P4	<p>The Academic Programs Coordinator will provide support in coordinating, facilitating and implementing academic services in accordance with relevant policies and procedures as well as PAVEU priorities, time and funding limitations.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> In coordination with other relevant staff, develop and implement processes, procedures, and guidelines for teaching and learning; Manage student recruitment, admissions, registration, and reviews for certification into the different course programs; Manages in consultation with Director all course scheduling; Responsible for scheduling of final exams, joint course exams, and class size optimization; Review qualifications, recruitment and performance of all course instructors and facilitators; Supervise all teaching and learning activities including monitoring performance of course instructors and other staff involved in course delivery; Works closely with Director to compile data, generate substantive reports, and analyze trends, and make recommendations accordingly; Develop electronic and updatable manuals for the training of facilitators and other instructors; Be the custodian of all academic records; Perform any other duty /responsibility assigned. 	<p>Qualifications</p> <ul style="list-style-type: none"> • PhD holder in a relevant discipline with twelve (12) years post qualification relevant work experience out of which seven (7) years should be at managerial with five (5) years' exposure to supervisory role(s) • Proven experience in academic programme management/coordination <p>Skills and competencies</p> <ul style="list-style-type: none"> • Skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public; • Skill in presenting ideas and concepts orally and in writing; • Ability to manage multiple projects and inspire others to achieve the objectives; • Ability plan and organise students and learning activities • Ability to work within an open and team environment using collaborative approaches; • Ability to focus faculty and staff toward student learning; • Ability to commit to establishing, maintaining, and assessing collaborative educational programs <p>Language Proficiency in one of the AU working languages</p>

			(Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage.
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
SENIOR CONTENT DEVELOPMENT OFFICER	P3	<p>Reporting to the Rector, the holder of this position will lead the curriculum development process and facilitate instructional design as a resource to the University. The role also serves a dual purpose of serving as a teaching consultant for university-level fraternity, but also to ensure that the curriculum remains innovative, responsive, and cutting edge.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Oversee the curriculum development process for new online course programs; further collaborate with subject matter experts and staff to plan, design, develop, deploy, and support new programmatic and course curriculum; assist in the curriculum design process across the university with relevant stakeholders to ensure that the curriculum remains up-to-date and market focused; Ensure all courses and course components are student-centered, appropriate to drive the intended learning outcomes, meet all university standards, copyright, and accessibility requirements, and universal design guidelines; Consult with faculty and instructors to ensure that course content, active-learning activities and assessments are aligned to curricular goals, student outcomes and learning objectives; Apply best practices in Universal Design for learning to assist faculty in the 	<p>Qualifications</p> <ul style="list-style-type: none"> • Master's degree in with eight (8) years of relevant experience or seven (7) years with a Doctorate degree in Educational technologies, Administration, Project Management, Human Resources, and other relevant fields • Experience in design, development, delivery and evaluation of learning activities. • Familiarity and experience in the use of learning management system. • Experience in strategy development, either as a lead or part of a team. <p>Skills and competencies</p> <ul style="list-style-type: none"> • Skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public; • Strong practical experience in project implementation gained through engagement with international organizations; • Proven didactic skills gained through teaching and curriculum development; • Proven research and writing skills as reflected in peer reviewed articles and project reports;

		<p>development of materials for their online courses that are accessible;</p> <p>v. Apply constructivist and learning experience design to enhance learning across all course levels and categories;</p> <p>vi. Conduct needs analyses and research on learners and contexts specific to the university environment;</p> <p>vii. Develop trainings/workshops and resources for faculty to improve instructional practices and course design; create a knowledge repository for faculty including online tutorials, videos, activities, and other materials to assist faculty with online teaching and learning tools; develop tools and handbooks for course instructors;</p> <p>viii. Conduct course quality reviews, lead peer feedback sessions, conduct individual coaching sessions with facilitators and staff, provides recommendations for course improvement, and promote good practices of teaching and learning with technology;</p> <p>ix. Provide support for faculty in designing and implementing online course assessments; assist the academic departments with documenting and improving based upon their programmatic assessment data</p> <p>x. Maintain curriculum and instructional design projects up-to-date;</p> <p>xi. Perform any other duty /responsibility assigned.</p>	<ul style="list-style-type: none"> • Ability to conduct and ensure quality assurance of academic programmes • Good knowledge of eLearning content development and instructional design processes <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage.</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
SENIOR LEARNER SUPPORT SERVICES OFFICER	P3	<p>Reporting to the Director, the holder of this position will ensure that learner support services such as tutorial support, administrative support, counseling support, library support, technical support, orientation services and pre-admission to post graduation services are made available to learners. In addition, the incumbent shall be responsible for the identification and mitigation of technical problems associated with access to course materials.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Develop and streamline administrative processes related to admission support, online course registration, biometric registration, online student registration and providing faculty and students with access to course technologies, grading, gathering and presenting credentials/badges, etc., in line with the course requirements; Organize and ensure continuous course monitoring and timely support for students and faculty when using online course modules and delivery systems to provide uninterrupted learning experience; Analyze feedback from faculty, students, content developers and support staff to improve reliability and performance of online course components, content authoring tools, and delivery systems; Develop and oversee an online student counselling support system on matters such as academic and psychosocial issues; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Master's degree in with eight (8) years of relevant experience or seven (7) years with a Doctorate degree in a relevant field • Experience of working with IT systems and databases with the ability to generate standard and reports, and to research, analyse and synthesize information and data. <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to communicate clearly and effectively, in writing and orally. • Strong analytical skills and reasoning; • Ability to interpret information and compare a range of options; • Skilled user of educational software • Ability to collate, and analyse data • Ability to lead and develop the capacity of a team • Good analytical and decision-making skills.

		<p>v. Develop, ensure accessibility and provide orientation to the university's online library which should include other services such Remote Access, Disability Services, Short Courses, Library Liaisons, and others;</p> <p>vi. Develop guidelines for research on areas such Referencing and Citation, Copyright & Plagiarism, Subject Guides, E-Theses, Open Access Resources and others;</p> <p>vii. Coordinate the availability and updating of various online educational resources such as Online Catalogue, Digital Repository, Electronic Books, Electronic Journals, EBSCO Discovery, and others;</p> <p>viii. Train and oversee a team of assistants and part-time employees to cost-effectively deliver services as described above;</p> <p>ix. Perform any other duty /responsibility assigned.</p>	<p>• Knowledge/unders tanding of a university or further education environment including distance learning.</p> <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
INSTRUCTIONAL DESIGNER	P3	<p>Reporting to the Content Development Coordinator, the holder of this position will work as part of a team primarily to design and develop courses and modules for online, hybrid and web-enhanced learning environments and providing expertise and guidance in the uses of variety of online education instructional technology applications. The position's secondary function is to design and develop multimedia materials for instructional use at the Pan African Virtual and E-University.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Work with course content developers and subject matter experts and other relevant staff to assess instructional needs, establish timelines for project completion, identify desired outcomes, and carry out the ADDIE content development process; Assist course content developers and subject matter experts and other staff on the design of online and blended courses and programs, including the articulation of learning objectives, development of assessments and assignments, and planning of learning activities; Design, edit and produce instructional materials to support faculty and students including text, audio, video and interactive multimedia depending on program and/or course needs; Write scripts and develops storyboards for videos and other multimedia products, shoot and edit field and studio-based videos for instructional products, utilizing professional video and audio technology; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Master's degree in instructional design, educational technology or similar relevant field • Minimum of three (3) years working experience in instructional design <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Proficiency with learning management systems (LMS) • Understanding of web site design best practices • Excellent project management and organizational skills • Visual design skills, experience with design platforms, such as InDesign • Excellent written and oral communication skills, including the ability to effectively convey technical information to non-technical colleagues • Ability to think critically • In-depth knowledge of learning theories and instructional design models

		<p>v. Serve as Technical Producer for live webinars and other cloud-based events originating in the television studio and other locations;</p> <p>vi. Ensures that all instructional multimedia meets or exceeds web accessibility standards;</p> <p>vii. Introduces University stakeholders to the range of Open Educational Resource (OER), zero cost, and low-cost course materials, specifically textbooks, videos, tests, and software;</p> <p>viii. Perform any other duty /responsibility assigned.</p>	<p>• Lesson and curriculum planning skills</p> <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
EDUCATIONAL TECHNOLOGIST	P2	<p>Reporting to the Content Development Coordinator, the holder of this position will work as part of a team primarily to provide instructional design and instructional technology support for online, and hybrid courses. The position secondary functions is to develop and facilitate instructional design, instructional technology, and training for faculty focusing on online learning pedagogy.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Develop, coordinate, and facilitate training sessions, workshops, webinars, and other opportunities that help faculty integrate instructional design and technologies that enhance the teaching and learning experience in online learning environments; Recommend the appropriate blend of pedagogy and technology into the course curriculum based on current instructional design theories and educational best practices; Advise faculty in adopting/implementing teaching and learning technologies for purposes of delivering online instruction; Research, recommend, create and implement appropriate educational technologies and tools, while assisting faculty with course development, assessment and evaluation; Administer, orientate and provide training and support to the University's Learning Management System (Moodle) and other learning technologies to staff, course facilitators and students 	<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of University Bachelor degree Master's degree in instructional design, educational technology or similar relevant field • Minimum of three (3) years working experience in e-learning development and implementation <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to work collaboratively • Have excellent organisational, problem-solving, communication and interpersonal skills • Ability to work with staff of all levels • Ability to work with international quality standards • Have a high level of IT/ICT literacy • Good knowledge and understanding of technology supported learning tools and practices • Good knowledge of web-based pedagogy, e-learning standards and legislation pertinent to the

		<p>vi. Educate and assist university stakeholders to ensure digital course materials, multimedia projects, and instructional technology are compliant with current international standards of the persons with Disabilities and serve as an accessibility subject matter expert.</p> <p>vii. Maintain current knowledge of research pertaining to higher education, emerging technologies, digital pedagogy, mobile applications, universal design and learning theory.</p> <p>viii. Collaborate with various PAU Institutes to increase awareness, engagement and evaluation of instructional design and technology;</p> <p>ix. Perform any other duty /responsibility assigned.</p>	<p>design and delivery of online courses</p> <ul style="list-style-type: none"> • Ability to train and provide e-Learning support to staff <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
MONITORING AND EVALUATION OFFICER	P2	<p>Under the supervision of the Director, the holder of this position will be responsible for the designing and implementing monitoring and evaluation systems and in communicating the outcomes to stakeholders at multiple levels.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Lead and ensure the quality of all monitoring and evaluation and knowledge management components of the University; Ensure the integration of monitoring and evaluation (M&E) activities into all e-learning activities and components; Oversee/lead the collecting, reporting and analysis of data and information. Monitor and evaluate progress towards meeting annual work plan objectives and expected outputs, including selecting progress indicators and monitoring progress in meeting them; Assist the Director and the Academic Programs Coordinator in the preparation of work plans and selection of progress indicators, and annual implementation plans, while considering the project's M&E requirements; Collect data for the annual M&E plan and use the data to improve the university's performance; Adapt and implement tools and techniques to improve the quality and use of data for decision making; Compile information on lessons learned and expertise within and outside the project; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of University Bachelor degree in Business Administration, Economics or related field • Minimum three (3) years of working experience in design and implementation of M&E in Higher education • Experience in e-learning will be an asset <p>Skills and Competencies</p> <ul style="list-style-type: none"> • Ability to design tools and strategies for data collection, analysis and production of reports; • Ability to establish, build and maintain effective working relationships with staff to facilitate the provision of support to Knowledge Management and Learning • Excellent analytical and organizational skills • Proven ICT skills, especially in the development of MIS software using database software;

		<p>ix. Perform any other duty /responsibility assigned.</p>	<ul style="list-style-type: none"> • Ability to analyse data using statistical tools • Excellent knowledge of monitoring and evaluation methodology(ies) • Excellent written and oral communication skills <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>

POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
INFORMATION TECHNOLOGY OFFICER	P1	<p>Reporting to the Director, the holder of this position will coordinate the administration of information technology (IT) services for one or more designated areas of the University.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Manage technology services that meet operational requirements in designated area(s) of the University; Serve as the lead IT liaison with senior administration, faculty, staff and students in designated area(s) to understand and interpret client needs; Direct and coordinate the local implementation of University IT operations, projects, and programs, ensuring alignment of IT services with the business needs of the area(s) and adherence to established project management principles and best management practices; Provide technical leadership on a variety of highly specialized project-related activities requiring expertise in specific technical areas for core information technology systems and services; Review vendor contracts and coordinate IT purchases (hardware, software and services) to ensure effective deployment of solutions aligned with user needs; Participate in the documentation and implementation of policies and standard operating procedures consistent with those of the university to ensure effective operation of an organization; 	<p>Qualifications:</p> <ul style="list-style-type: none"> • Bachelor's degree in computer science, information systems, or related field preferred • Minimum of two (2) years' postgraduate experience in an information technology role <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to collaborate and work effectively with a wide range of constituencies in the university environment • Up-to-date knowledge of new systems, information, software, hardware, and upgrades • Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology. • Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community • Excellent written and oral

		<p>vii. Perform functional decomposition and design, implement and support front-end and back-end software modules;</p> <p>viii. Participate in development of IT Service Catalog offerings, Service Level Agreements, and Operating Level Agreements consistent with the needs of the University;</p> <p>ix. Maintain currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems;</p> <p>x. Perform any other duty /responsibility assigned.</p>	<p>communication skills</p> <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
E-LEARNING SUPPORT OFFICER	P1	<p>Reporting to the Senior Learner Support Services Officer, the holder of this position will support learner support services such as tutorial support, access to course material, communication and learning analytics and monitor learner progress and respond to learner challenges.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Identify technical problems with access to course materials and supported technology infrastructure, take ownership for immediate corrective actions, and oversee problem resolutions; Develop and deploy the Learning analytics to monitor students' attainment of tasks and observe their own progress in the course; Put in place a web-based eLearning support system that takes care of students' difficulties to learn and other issues encountered by them; Produce specialised reports showing the progress of the students, the state of the LMS and any other reports needed by the institution using specialised reporting modules offered by the LMS or others generated by the Administrator; Develop and monitor the communication strategy through the notifications generated by the LMS for the students; Create mechanisms for student tutorial support throughout the period of study via the internet either on the LMS or other media; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree in Information Technology or a relevant field • A minimum of two (2) years working experience in the use and support of online educational technologies and working with academic staff <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to communicate clearly and effectively, in writing and orally. • Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience • Ability to develop web-based eLearning support system for enhanced students' experience • Ability to monitor students progress on the learning management system • Good analytical and organisational skills;

		<p>vii. Configure firewalls, proxy servers, application servers, database servers;</p> <p>viii. Research and develop online systems to support practical skills development and automated assessment;</p> <p>ix. Perform any other duty /responsibility assigned.</p>	<ul style="list-style-type: none"> • Ability to maintain effective operation of IT equipment • Ability to collect, analyse data and prepare reports. <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
LMS SYSTEMS ADMINISTRATOR	P1	<p>Reporting to the Senior Content Development and Learning Services Officer, the holder of the position will provide technical leadership in the support of PAVEU's learning management system (LMS). This position is responsible for the support, design, development, implementation, delivery, and maintenance of content, assets, and other resources used for instructional functions.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Lead with the routine and daily operation, use, and configuration of the LMS. and all supporting tools, content, and technologies, roles, users, security, internal system notifications and other instructional technology user accounts; Identify and communicate opportunities for process and quality improvements, providing feedback on usage, defects, and suggested enhancements; Leads curriculum support specialists to ensure efficient and effective resolution to course problems and trends by creating and maintaining system and process workflows; Maintains procedures and policies to ensure the security and integrity of systems/networks. Create user logins as needed and assigns user permissions, create and manage user structures including the creation of user groups and learning cohorts; Manage course enrollment including progress tracking; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree in Information Technology or a relevant field • A minimum of two (2) years working experience in LMS administration in at university <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to communicate clearly and effectively, in writing and orally. • Demonstrated interpersonal skills • Ability to maintain system security and integrity • Ability to work collaboratively with content experts for optimal course delivery • Ability to communicate complex technical concepts in layman's terms • Ability to troubleshoot and resolve technical issues • Ability to collect, analyse data, and track courses' progress. <p>Language</p> <p>Proficiency in one of the AU working languages (Arabic,</p>

		<p>vii. Provide troubleshooting assistance for users regarding logging in to the LMS and accessing courses.</p> <p>viii. Review and monitors system performance.</p> <p>ix. Work with the instructional technologist and instructional designers to troubleshoot and resolve technical issues related to accessing the LMS and course content;</p> <p>x. Ensure that the latest distribution and release of the server operating system is up to date and all the security components are activities, etc.;</p> <p>xi. Acquire and maintains knowledge of current technology as it applies to LMS software and systems;</p> <p>xii. Perform any other duty /responsibility assigned.</p>	<p>English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
ASSISTANT LMS ADMINISTRATOR	GSA 5	<p>Reporting to the LMS Administrator, the holder of this position will responsible for providing technical support, administration and use of the PAVEU Learning Management System.</p> <p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Support the LMS Administrator in the administration of courses and outreach to faculty; Prepare properly formatted course data, roster tables and/or other compatible files for administrative upload to LMS database; Assist to develop, create, and update user guides, handouts, and video tutorials for instructional technology; Provide support in the IT Lab to staff and instructors using the computers, scanners, printers, and a variety of software and web-based, technology-related course tools; Work with faculty seeking consultation to develop other (non-LMS) learning materials; Develop and maintain databases and Design and develop web pages; Manage oversized documents for scanning and printing, scan printed materials for conversion to other programs like Word and Acrobat, and digitize slides, photographs, and other images; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Bachelor's degree in Information Technology or a relevant field • Experience in LMS administration in at university <p>Skills and competencies</p> <ul style="list-style-type: none"> • Ability to communicate clearly and effectively, in writing and orally. • Demonstrated interpersonal skills • Ability to maintain system security and integrity • Ability to work collaboratively with content experts for optimal course delivery • Ability to develop web pages and maintain databases • Ability to develop communication materials, video tutorials and prepare course data for the LMS <p>Language</p> <p>Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>

		<p>viii. Manage other product account administration for new account requests from faculty and staff;</p> <p>ix. Perform any other duty /responsibility assigned.</p>	
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
ADMINISTRATIVE ASSISTANT	GSA 4	<p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Coordinate administrative office functions and other special events; Arrange departmental meetings, prepare their agendas and prepare packages for such meetings; Compile, transcribe, and distribute minutes of meetings; Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic book-keeping work; Prepare responses to correspondence containing routine inquiries; File and retrieve departmental documents, records, and reports; Prepare and review correspondence, reports and memos and distribute to appropriate individuals or groups; Maintain records of Agreements, MOU's and important departmental decisions Manage the translation of relevant documents into the PAVEU/PAU languages as necessary; Receive, store and maintain inventory of office supplies and equipment, request and arrange for repair and maintenance of office equipment; Liaise with Travel office and Finance Office in making arrangements for travel; Make hotel accommodation and meeting room reservations, transport, catering services, payment of allowances and coordinate logistics for departmental events; 	<p>Qualifications</p> <ul style="list-style-type: none"> • Advance certificate of secondary education and a diploma in administration or related fields • A higher qualification (university degree or postgraduate diploma) will be an advantage • Minimum of five (5) years of relevant working experience in administration role in an international organization <p>Skills and competencies</p> <ul style="list-style-type: none"> • Demonstrate professionalism • Highly developed conceptual, analytical and innovative problem-solving skills • Good planning and organizational skills • Concentration, accuracy, and working under minimum supervision • Respect of confidentiality and good public relations • Excellent interpersonal skills and ability to work in a multicultural environment

		<p>xiii. Schedule appointments for the senior departmental management;</p> <p>xiv. Perform any other duty /responsibility assigned.</p>	<ul style="list-style-type: none"> • Good communication skills • Excellent knowledge of international organizations • Computer literacy <p>Language Proficiency in one of the AU working languages (Arabic, English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
BILINGUAL SECRETARY	GSA 4	<ul style="list-style-type: none"> i. Type and proof-read documents, reports, correspondences, messages, queries, etc. as may be required by assigned supervisors; ii. Draft responses to routine correspondences for the signature of the supervisors; iii. Receive guests/visitors/staff and provide them with basic information on relevant issues and procedures; iv. Maintain a proper filing and recording system for all incoming and outgoing correspondences and documents; v. Answer and screen telephone calls/E-mail messages and ensure follow up with supervisors and partners; vi. Keep an up to date diary of appointments for supervisors and other senior staff of the division; vii. Keep equipment in use in good condition and report on defects for maintenance and other necessary action; viii. Provide day to day routine administrative supports to various work units of the assigned Department / Division / Units; ix. Perform reception services where required; x. Perform any other relevant duty/responsibility assigned. 	<p>Qualifications</p> <ul style="list-style-type: none"> • A minimum of diploma in Administrative Services, Office Management, Secretarial and Clerical related and studies • A minimum of five (5) years of relevant secretarial experience in a Government, public sector or international organization • First Degree in Social Sciences would be an added advantage. <p>Skills and competencies</p> <ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Good Knowledge of the workings of international organizations • Experience in office management and organization of multi-stakeholder meetings • Experience in working with multi-stakeholders. • Excellent oral and written communication skills both in English and French;

			<ul style="list-style-type: none"> • Proven ability to use clear, concise language in correspondence as well as including content fitting for the purpose and audiences when preparing written briefs and reports; • Good interpersonal skills, organizational ability and time management; • Good computer skills, including excellent word processing, proficiency with e-mail and internet applications experience in using programmes such as MS Word, Excel and Power Point. <p>Language Proficiency in at least two of the AU working languages with English and French preferred. Knowledge of one more or several other working languages would be an added advantage</p>
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POSITIONS TITLE	GRADE	ROLES AND RESPONSIBILITY	QUALIFICATION REQUIREMENT
DRIVER	GSA 1	<p>She/he shall specifically be in charge of the following:</p> <ol style="list-style-type: none"> Driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items as may be assigned; Meeting official personnel and visitors at the airport, visa and customs formalities arrangement when required, undertake field trips when necessary; Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs/records for official trips (daily mileage and other related documents), provision of inputs to preparation of the vehicle maintenance plans and reports; Ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes, car washing and keeps assigned vehicles in clean conditions and carry out day-to-day routine maintenance checks on the vehicles to ensure that the vehicles are in good running condition and immediately reports any malfunction of the vehicles to the supervisor; Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, and map of the city/country, first aid kit, and necessary spare parts; Ensure that all immediate actions required by rules and regulations are 	<p>Qualifications</p> <ul style="list-style-type: none"> • Minimum School Leaving Certificate (“O” Level). A higher qualification will be an advantage; • Valid driver’s license • Defensive, VIP driving training and/or mechanical trainings and knowledge of computer applications are an advantage <p>Skills and experience</p> <ul style="list-style-type: none"> • Three (3) years’ work experience as a driver in an international organisation, with a safe driving record. • Ability to work under minimum supervision, proactive and can maintain confidentiality at all times; • Ability to work in a multicultural environment with integrity, flexibility and commitment • Have a good time management and excellent interpersonal skills with the ability to perform multiple tasks and work under pressure with a wide range of individuals and institutions • Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions, and defensive driving skills. • Being familiar with the geographical, social and cultural environment of Yaoundé in Cameroon. <p>Language</p> <p>Proficiency in one of the AU working languages (Arabic,</p>

		<p>taken in case of involvement in accidents;</p> <p>vii. Perform any other relevant duty/responsibility assigned.</p>	<p>English, French, Portuguese and Spanish) and fluency in another AU language(s) is an added advantage</p>
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