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AD6576

EXECUTIVE COUNCIL
Twentieth Ordinary Session
23 – 27 January 2012
Addis Ababa, ETHIOPIA

EX.CL/687(XX)i
Original: English

**REPORT OF THE SUB-COMMITTEE
ON STRUCTURAL REFORMS**

REPORT OF THE PRC SUB-COMMITTEE ON STRUCTURAL REFORMS

A. INTRODUCTION

1. It is to be recalled that the Executive Council, by its Decision EX.CL/Dec.602 (XVIII) of January 2011 and its Decision EX.CL/Dec.646 of July 2011 requested the PRC through its Sub-Committee on Structural Reforms to consider and submit to it proposals for the structures of the Organs of the Union as well as the remaining structure proposals of the Commission, which were not considered by the Sub-Committee. In implementation of the Executive Council directives several attempts were made to convene the meetings of the Sub-Committee, however; due to logistical difficulties, the continuing meetings of the PRC and other constraints the Sub-Committee commenced its meetings on the 9th to the 28th of December 2011.

2. The meeting of the Sub-Committee on Structural reform was chaired by H. E. Pierre Juste MOUNZIKA-NTSIKA, Ambassador of the Republic of the Congo to Ethiopia and Permanent Representative to the African Union.

B. MEMBERS OF THE BUREAU

3. The following are the members of the Bureau of the Sub-Committee on Structural Reform:

- | | |
|-----------------------------|----------------------------------|
| • The Republic of the Congo | Chairperson |
| • Burkina Faso | 1 st Vice Chairperson |
| • Tanzania | 2 nd Vice Chairperson |
| • Angola | 3 rd Vice Chairperson |
| • Egypt | Rapporteur |

C. ATTENDANCE

4. The following members of the Sub-Committee attended the meetings: Angola, Burkina Faso, Congo, Egypt, Ethiopia, Kenya, Libya, Nigeria, Senegal, South Africa, Tanzania and Zimbabwe

5. The Commission was represented by the Director of Administration and Human Resources Management. The Commissioner of Economic Affairs participated in the Sub-Committee Session during the consideration of the proposed structure of NEPAD Coordinating Agency (NPCA).

6. Representatives of NPCA, Pan African Parliament (PAP), the Board of Corruption and the African Court on Human and People's Rights (ACHPR) attended the sessions of the Sub-Committee with regards to their respective structures.

D. OPENING OF THE MEETING

7. The Chairperson of the Sub-Committee thanked the member states for their attendance and acknowledged the presence of the Commissioner for Economic

Affairs. He reminded the Sub-Committee of the heavy schedule before it and the limited time at its disposal. He urged all members to participate actively in order to reach consensus and present the report to the PRC on time.

E. ADOPTION OF THE AGENDA

8. The Sub-Committee adopted the following agenda:

- a) Opening of the Meeting;
- b) Organization of work;
- c) Consideration of the Structure proposals by the AU organs and the Commission:
 - i) Consideration of NPCA (NEPAD) Structure;
 - ii) Consideration of the African Court (ACHPR) proposals;
 - iii) Consideration of PAP Structure proposals;
 - iv) Consideration of APRM proposals;
 - v) Consideration of proposals of the Board on Corruption; and
 - vi) Consideration of the AUC new proposals.
- d) Any other business;
- e) Adoption of the Sub-Committee Report and closure of meeting.

F. CONSIDERATION OF THE PROPOSALS OF THE STRUCTURE OF NEPAD PLANNING AND COORDINATION AGENCY (NPCA)

9. Introducing the item, the Commissioner for Economic Affairs informed the Sub-Committee that the Commission met and reviewed the proposals of NPCA in an effort to avoid duplication of functions, particularly in view of the decision of the Assembly to integrate NPCA in the African Union Commission as a technical arm and provided it the necessary human capital with the view to deliver the following mandate:

- a) Facilitate and coordinate the implementation of continental and regional programs and projects;
- b) Mobilize resources and interact with partners in support of the implementation of Africa's priority programmes and projects;
- c) Conduct and coordinate research and knowledge management;
- d) Monitor and evaluate the implementation of programmes and projects; and
- e) Advocate on the African Union's vision, mission and core principals.

10. In the light of the above, the Commission proposed some amendments of the NPCA structure proposal with the necessary justifications during the Sub-Committee's deliberation.

11. The AUC Director of Administration and Human Resources Management (AHRM) provided further clarifications on the need to review the proposals. He referred to the Reports of the meeting of PRC Sub-Committee on NEPAD held on 31st May 2011 which inter alia recommended that:

- the structure be harmonized in line with the job and grade classifications of the Commission;
- the number of positions proposed be reduced to a reasonable number and recruitment be spread over a long period; and
- the right-sizing of the NPCA structure with the view to attaining competitiveness taking into account the actual financial capacities of the Union.

12. The Director of AHRM highlighted that the proposed structure should be aligned with the core strategic functions of NPCA and that key management functions should be part of the core staff of the Agency and not part of the posts financed by partners as this is necessary to ensure full ownership of its programmes by member states. He added that positions financed by partners would mainly relate to programmes and projects.

13. The representative of NPCA presented the structure proposals in detail, based on the discussions with the Commissioner for Economic Affairs following which the proposal was reviewed taking into account some of the Commission's suggestions. In her presentation, she referred to the NPCA new mandate, the current temporary structure of the agency, the financial implications related to the proposed structure and the structure implementation plan over a period of four (4) years.

14. Following these presentations the Sub-Committee engaged in assessing and reviewing the proposed NPCA structure and invited the representatives of the Commission and NPCA to provide clarifications as it deemed necessary. After careful assessment of the NPCA structure, the Sub-Committee decided to consider only the positions that constitute the Core staff of NPCA, which would be financed as part of the Commission's regular budget of Member States. These positions shall include all core management functions of NPCA. All partners' funded positions shall be excluded from the consideration.

15. On the basis of the above, the Sub-Committee reviewed the structure and reorganized in Directorates, Divisions and Units of NPCA with the right-sizing human resources taking into account the need to avoid duplication, the financial constraints facing the Union, and the need to start with a lean and efficient structure. The Sub-Committee therefore recommended to the Permanent Representative Committee (PRC) the adoption of the following NPCA's structure and recommendations to accompany its implementation.

RECOMMENDATIONS ON THE NPCA STRUCTURE

16. The Sub-Committee on Structural Reform recommended the following:

RECOMMENDATION 1: Structure of NEPAD Planning & Coordination Agency (NPCA)

| A. OFFICE OF THE NPCA CHIEF EXECUTIVE OFFICER | | | | | |
|-------------------------------------------------|------------------------------|------------------------|----------------------------|-------------------|--------------|
| No. of positions | Job Title | Professional Grade (P) | Grade General Support (GS) | Source of Funding | |
| | | | | Core (CF) | Partner (PF) |
| THE BUREAU OF THE CHIEF EXECUTIVE OFFICER (CEO) | | | | | |
| 1 | Chief Executive Officer | Pol. Appointee | | CF | |
| 1 | Special Assistant to the CEO | P3 | | CF | |
| 1 | Private Secretary to the CEO | | GSA5 | CF | |
| 1 | Administrative Assistant | | GSA5 | CF | |
| 1 | Driver | | GSB6 | CF | |
| 2 | Household Staff | | GSB7 | CF | |
| 7 | Subtotal | 2 | 5 | | |
| I. COORDINATING DIVISION | | | | | |
| 1 | Coordinator – Bureau of CEO | P5 | | CF | |
| 1 | Senior Protocol Officer | P3 | | CF | |
| 1 | Admin & Logistic Assistant | | GSA5 | CF | |
| 2 | Protocol Assistant | | GSA5 | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 6 | Subtotal | 2 | 4 | | |

| | | | | | |
|------------------------------------------------------------|-------------------------------------------------------------|----|------|-----------|--|
| LEGAL SERVICES UNIT | | | | | |
| 1 | Chief Legal Services Unit | P3 | | CF | |
| 1 | Legal Officer | P2 | | CF | |
| 1 | Secretary/Filing Assistant | | GSA4 | CF | |
| 3 | <i>Subtotal</i> | 2 | 1 | | |
| INTERNAL AUDIT UNIT | | | | | |
| 1 | Chief Internal Audit Unit | P3 | | CF | |
| 1 | Auditor | P2 | | CF | |
| 2 | <i>Subtotal</i> | 2 | 0 | | |
| COMMUNICATIONS & INFORMATION UNIT | | | | | |
| 1 | Chief of Communication & Information Unit | P3 | | CF | |
| 1 | Website Officer | P2 | | CF | |
| 1 | Communication Officer - Advocacy & Conference Coordination. | P2 | | CF | |
| 3 | <i>Subtotal</i> | 3 | 0 | | |
| II. PARTNERSHIPS AND RESOURCE MOBILIZATION DIVISION | | | | | |
| 1 | Head, Partnerships & Res. Mob. Div. | P5 | | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 2 | <i>Subtotal</i> | 1 | 1 | | |
| CAPACITY DEVELOPMENT UNIT | | | | | |

| | | | | | |
|-----------------------------------------|------------------------------------------------------------|----|------|----|--|
| 1 | Chief of Capacity Dev. Unit | P3 | | CF | |
| 1 | Capacity Development Officer | P2 | | CF | |
| 2 | <i>Subtotal</i> | 2 | 0 | | |
| ECONOMIC ADVISORY UNIT | | | | | |
| 1 | Chief of Economic Advisory Unit | P3 | | CF | |
| 1 | Economist | P2 | | CF | |
| 2 | <i>Subtotal</i> | 2 | 0 | | |
| III. CORPORATE SERVICES DIVISION | | | | | |
| 1 | Head of Corporate Services Division | P5 | | CF | |
| 1 | Administrative Assistant | | GSA5 | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 3 | <i>Subtotal</i> | 1 | 2 | | |
| FINANCE & BUDGETING UNIT | | | | | |
| 1 | Chief of Finance & Budgeting Unit | P3 | | CF | |
| 1 | Finance Officer | P2 | | CF | |
| 1 | Budget Officer | P2 | | CF | |
| 1 | Certification & Verification Officer | P2 | | CF | |
| 3 | Accounts Assistants | | GSA5 | CF | |
| 1 | Accounts Assistant & Cashier | | GSA5 | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 9 | <i>Subtotal</i> | 4 | 5 | | |
| ADMINISTRATIVE SERVICES UNIT | | | | | |
| 1 | Chief of Administrative Services Unit | P3 | | CF | |
| 1 | Administrative Officer | P2 | | CF | |
| 1 | Security Supervisor | | GSA5 | CF | |
| 2 | Registry Clerks | | GSA3 | CF | |
| 1 | Receptionist/Secretary | | GSA4 | CF | |
| 5 | Drivers/Mail Runners | | GSB7 | CF | |
| 1 | Mail Runner/Messenger | | GSB6 | CF | |
| 1 | IT Officer - Hardware, Network & Application including SAP | P2 | | CF | |
| 1 | IT Technician | | GSA5 | CF | |
| 1 | Procurement, Travel & Stores Officer | P2 | | CF | |
| 1 | Travel Assistant | | GSA5 | CF | |
| 1 | Procurement Assistant | | GSA5 | CF | |
| 1 | Stores Assistant | | GSA5 | CF | |
| 18 | <i>Subtotal</i> | 4 | 14 | | |
| HUMAN RESOURCE MANAGEMENT UNIT | | | | | |
| 1 | Chief of HR Management Unit | P3 | | CF | |
| 1 | HR Officer - Recruitment, Selection & Contract Management | P2 | | CF | |
| 1 | HR Officer - Insurance, Pension, | P2 | | CF | |

| | | | | | |
|----|-----------------------------------------------------------------------------|-----------|-----------|----|--|
| | Benefits & Welfare | | | | |
| 1 | HR Officer - Discipline & Counselling and Performance Management & Training | P2 | | CF | |
| 1 | HR Payroll Officer | P2 | | CF | |
| 3 | HR Assistants | | GSA5 | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 1 | Filing Clerk | | GSA3 | CF | |
| 10 | Subtotal | 5 | 5 | | |
| 67 | OFFICE OF THE CEO – SUB TOTAL | 30 | 37 | | |

B. DIRECTORATE PROGRAMME IMPLEMENTATION AND STRATEGIC PLANNING

| No. of positions | Job Title | Professional Grade (P) | General Service (GS) | Source of Funding | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|------------------------|----------------------|-------------------|--|
| I. OFFICE OF THE DIRECTOR | | | | | |
| 1 | Director - Programme Implementation & Strategic Planning | D1 | | CF | |
| 1 | Administrative Assistant | | GSA5 | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 3 | Subtotal | 1 | 2 | | |
| II. PROGRAMME DEVELOPMENT AND COORDINATION DIVISION | | | | | |
| 1 | Head of Programme Development & Coordination Division ① | P5 | | CF | |
| 2 | Senior Programme Officers | P3 | | CF | |
| 2 | Programme Officers | P2 | | CF | |
| 1 | Secretaries | | GSA4 | CF | |
| 6 | Subtotal | 5 | 1 | | |
| ① Note: Six (6) Principal Programme Officers (P4) <u>funded by Partners</u> will support the work of the Division in line with the six (6) AUC Portfolios - (1) Trade & Industry; (2) Rural Economy & Agriculture; (3) Economic Affairs; (4) Social Affairs; (5) Human Resources, Science & Technology; and (6) Infrastructure & Energy. | | | | | |
| III. PROGRAMME IMPLEMENTATION AND MANAGEMENT DIVISION | | | | | |
| 1 | Head of Prog. Implementation and Management Division ② | P5 | | CF | |
| 2 | Senior Programme Officers | P3 | | CF | |
| 2 | Programme Officers | P2 | | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 6 | Subtotal | 5 | 1 | | |

② Note: Six (6) Principal Programme Officers (P4) funded by Partners will support the work of the Division in line with the six (6) AUC Portfolios - (1) Trade & Industry; (2) Rural Economy & Agriculture; (3) Economic Affairs; (4) Social Affairs; (5) Human Resources, Science & Technology; and (6) Infrastructure & Energy.

| IV. STRATEGIC PLANNING, MONITORING, EVALUATION AND KNOWLEDGE MANAGEMENT DIVISION | | | | | |
|----------------------------------------------------------------------------------|---------------------------------------------------|----|------|----|--|
| 1 | Head of Division | P5 | | CF | |
| 1 | Secretary | | GSA4 | CF | |
| 2 | Subtotal | 1 | 1 | | |
| PLANNING, MONITORING AND EVALUATION UNIT | | | | | |
| 1 | Chief of Planning, Monitoring and Evaluation Unit | P3 | | CF | |
| 1 | Planning Officer | P2 | | CF | |
| 1 | Monitoring & Evaluation Officer | P2 | | CF | |
| 3 | Subtotal | 3 | 0 | | |

| POLICY ALIGNMENT UNIT | | | | | |
|-----------------------------------------------|--------------------------------------------------------|----|------|----|--|
| 1 | Chief of Policy Alignment Unit | P3 | | CF | |
| 1 | Policy Alignment Officer | P2 | | CF | |
| 2 | Subtotal | 2 | 0 | | |
| KNOWLEDGE MANAGEMENT, LIBRARY & ARCHIVES UNIT | | | | | |
| 1 | Chief of Knowledge Management, Library & Archives Unit | P3 | | CF | |
| 1 | Knowledge Management Officer | P2 | | CF | |
| 1 | Librarian- Archivist | P2 | | CF | |
| 2 | Cataloguer | | GSA5 | CF | |
| 5 | Subtotal | 3 | 2 | | |
| 27 | DIRECTORATE PI&SP SUB-TOTAL | 20 | 7 | | |

17. **RECOMMENDATION 1:**

SUMMARY OF POSITIONS FUNDED BY MEMBER STATES

| Office | No of positions | Professional | General Service |
|-----------------------------------------------------------------|-----------------|--------------|-----------------|
| A. Office of the Chief Executive Officer | 67 | 30 | 37 |
| B. Directorate of Programme Implementation & Strategic Planning | 27 | 20 | 7 |
| TOTAL NPCA | 94 | 50 | 44 |

No. of Political and Special Appointees: 02 (Chief Executive Officer and Special Assistant)

No. of Professional positions to be subjected to AU Member States Quota: 48

BREAKDOWN OF POSITIONS BY GRADES

| Grade | Special 3 | D1 | P5 | P4 | P3 | P2 | GSA6 | GSA5 | GSA4 | GSA3 | GSB7 | GSB6 | TOTAL |
|-----------------------|-----------|----------|----------|----------|-----------|-----------|--------------------------|-----------|-----------|----------|----------|----------|-----------|
| No. of posts | 1 | 1 | 6 | 0 | 17 | 25 | 0 | 21 | 11 | 3 | 7 | 2 | 94 |
| Professional Category | | | | | | | General Service Category | | | | | | |

18. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended NPCA structure amounting to US\$6,121,005.43 to be implemented over a period of five (5) years.

| Year | 2012 | 2013 | 2014 | 2015 | 2016 |
|--------------------|------------|------------|------------|------------|------------|
| % of Budget | 40% | 15% | 15% | 15% | 15% |

19. RECOMMENDATION 3:

- A.** In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B.** All existing staff of NPCA shall compete with external candidates for the structured and budgeted positions in full transparency, equity and fairness and the NPCA's recruitment process shall be fully overseen and supervised by the African Union Commission.
- C.** Recruitments for all Professional positions should be governed by and merged with the overall quota distribution in the African Union Commission taking into account the regional distribution and gender balance.

G. CONSIDERATION OF THE STRUCTURE PROPOSAL FOR THE AU ADVISORY BOARD ON CORRUPTION

20. Due to prior commitments, representatives of other Organs were not able to attend the meeting on time. The Sub-Committee consequently decided to take the agenda items based on those available for consideration. The Sub-Committee examined the proposed structure of the AU Advisory Board on Corruption. It therefore called upon the Interim Executive Secretary of the Board to present the proposal.

21. He informed the Sub-Committee that for the last three (3) years, the Board Secretariat has been an autonomous body operating under a separate budget line provided under the overall AU budget. He reminded the Sub-Committee of the Executive Council Decisions; EX.CL/Dec.570 (XVI), EX.CL/Dec. 641(XVIII) and EX.CL/Dec. 557 (XIX) which inter alia call for the full operationalization of the Board Secretariat. He further briefed the Sub-Committee on the activities of the Advisory Board on Corruption.

22. In considering the proposals, the Sub-Committee noted that the Convention establishing the Advisory Board assigned the Secretariat with an administrative and logistical role only. Consequently, the Sub-Committee decided to review the structure bearing in mind the administrative and logistical functions. Although the Convention used the title of "Executive Secretary" for the Head of the Secretariat, the Sub-Committee felt that the title is not appropriate since it connoted executive powers which were not within the mandate of the Secretariat. In line with the African Union job classification, grading and nomenclature, the Sub-Committee therefore recommended that the Head of the Advisory Board Secretariat on Corruption be named 'Secretary of the Board'.

23. The Sub-Committee examined the structure and decided, taking into account the small size of the Secretariat and the norms established by the AUC, to review the grade of the Secretary of the Board to P5 level. It further decided to merge some of the functions with a view to reduce the operating budget of the Advisory Board on Corruption.

24. The Sub-Committee recommends to the PRC the following structure and modality of implementation

25. **RECOMMENDATION 1: Summary Structure of Advisory Board on Corruption**

| No of Posts | Job Title | Grade |
|-------------|---------------------------------------------------|-------|
| 1 | Secretary to the Board | P5 |
| 1 | Senior Policy Officer Political and Legal matters | P3 |
| 1 | Senior Policy Officer Economic matters | P3 |
| 1 | Finance and Administration Officer | P2 |
| 1 | Documentalist & Office Assistant | P1 |
| 1 | Bilingual Secretary | GSA4 |
| 1 | Driver/ Mail Runner | GSB7 |
| 7 | Advisory Board on Corruption - Total | |

Total no. of Professional positions: 05

Total no. of General Service positions: 02

No. of Professional positions to be subjected to AU Member States Quota: 05

BREAKDOWN OF POSITIONS BY GRADES

| Grade | P5 | P3 | P2 | P1 | GSA4 | GSB7 | TOTAL |
|--------------|----|----|----|----|------|------|-------|
| No. of Posts | 1 | 2 | 1 | 1 | 1 | 1 | 7 |

Professional Category

General Service Category

26. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended structure of the Advisory Board on Corruption amounting to US\$533,979.59 to be implemented over a period of three (3) years.

| Year | 2012 | 2013 | 2014 |
|-------------|------|------|------|
| % of Budget | 50% | 25% | 25% |

27. RECOMMENDATION 3:

- A. In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (P5, P3 and P2) and General Service Category (GSA4) shall be opened to international competition by all African citizens.
- B. Recruitments for all Professional positions should be governed by and merged with the overall quota distribution in the African Union Commission taking into account the regional distribution and gender balance.
- C. All existing staff of Advisory Board on Corruption recruited on the temporary structure shall compete with external candidates for the structured positions in full transparency, equity and fairness and the recruitment process shall be fully overseen and supervised by the African Union Commission.

H. CONSIDERATIONS OF THE PROPOSED STRUCTURE OF THE PAN AFRICAN PARLIAMENT (PAP)

28. The proposals of PAP were presented by the Vice-President of PAP – Hon. Francoise Labelle. In her presentation, she informed the meeting that with a view to facilitating the work of the Sub-Committee, PAP has reviewed its proposals contained in document PRC /SCtee/structure/5 (1) 2010 and reduced the number of requested posts from 149 posts to 125 posts. The PAP Vice-President then introduced the revised document submitted to the Sub-Committee.

29. After careful consideration of the revised proposals, the Sub-committee concluded that the proposal was still too big and needed to be down-sized further. At this juncture, and taking into account the many suggestions and adjustments proposed by the Sub-Committee members, the Chairperson of the Sub-Committee submitted a comprehensive proposal on the PAP proposals. Following the debate on the Chairperson's submission, the Sub-Committee decided to request the representatives of PAP and AUC to review the proposal taking into account the Chairperson's proposal.

30. The AUC and PAP met and reviewed the proposals. A second revised proposal consisting of 94 posts was submitted for the consideration of the Sub-Committee. During the debate of this 2nd revised proposal, the AUC was requested to present and provide clarification to guide the Sub-Committee in its deliberation. The Vice President of PAP participated in the meeting and provided also clarifications as requested by the Sub-Committee.

31. After a detailed consideration of the 2nd revised proposal, the Sub-Committee recommended to the PRC a structure composed of 69 positions consisting of 33 professional posts, 29 GSA posts and 7 GSB posts. The Sub-Committee took note of the financial implications amounting to US\$5,156,397.06. It recommended that the structure should be implemented over a period of five (5) years as reflected in recommendation below. The principles and guidelines for implementation of the structure was also discussed and recommended as mentioned below.

32. **RECOMMENDATION 1:** Summary of the Proposed Structure of the PAP

| GRADE | | | POSITIONS | REMARKS |
|----------------------------|-----|-----|------------------------|--------------------------------|
| P | GSA | GSB | | |
| A. OFFICE OF THE PRESIDENT | | | | |
| 1 | | | Head of Cabinet -P5 | Special Appointee |
| | 1 | | Private Secretary-GSA5 | Special Appointee |
| Internal Audit Unit | | | | |
| 1 | | | Chief of Audit Unit-P3 | Reports to Office of President |
| | 1 | | Audit Assistant – GSA5 | |
| 2 | 2 | 0 | SUB-TOTAL (A) | |

| | | | | |
|---------------------------------------------|----------|----------|----------------------------------------------|--------------------------------|
| B. OFFICE OF THE CLERK OF PARLIAMENT | | | | |
| 1 | | | Clerk of the Parliament - D1 | |
| 1 | | | Snr. Policy Officer (Prog. Plan. & Eval.) P3 | |
| 1 | | | Senior Legal Officer - P3 | |
| | 1 | | Administrative Assistant - GSA5 | |
| | 1 | | Secretary - GSA4 | |
| | | 1 | Mail Runner - GSB6 | |
| International Relations Unit | | | | |
| 1 | | | Chief of International Relations Unit-P3 | Reports to Clerk of Parliament |
| | 1 | | Secretary-GSA4 | |
| Protocol Services Unit | | | | |
| 1 | | | Chief of Protocol Unit - P3 | |
| | 3 | | Protocol Assistants - GSA5 | |
| | 1 | | Secretary - GSA4 | |
| Communication and Outreach Unit | | | | |
| 1 | | | Chief of Unit - P3 | |
| 1 | | | Webmaster - P2 | |
| | 1 | | Secretary - GSA4 | |
| 7 | 8 | 1 | SUB-TOTAL (B) | |

| C. DEPT. OF FINANCE, ADMINISTRATION & HUMAN RESOURCE MANAGEMENT | | | | | |
|----------------------------------------------------------------------------|-----------|----------|-----------------------------------------------|--|--|
| 1 | | | Deputy Clerk (Fin. & Admin & HRM.) – P5 | | |
| | 1 | | Secretary-GSA4 | | |
| Finance Unit | | | | | |
| 1 | | | Chief of Finance Unit - P3 | | |
| 1 | | | Finance Officer (Accounting) - P2 | | |
| 1 | | | Finance Officer (Budgeting & Certifying) - P2 | | |
| | 2 | | Accounts Assistants - GSA5 | | |
| | 1 | | Cashier - GSA5 | | |
| | 1 | | Secretary/Data Entry Operator -GSA4 | | |
| | 1 | | Filing Clerk - GSA3 | | |
| Administration Unit | | | | | |
| 1 | | | Chief of Administration Unit-P3 | | |
| 1 | | | Procurement, Travel & Stores Officer P2 | | |
| | 1 | | Procurement & Travel Assistant – GSA5 | | |
| | 1 | | Store Assistant – GSA5 | | |
| | 1 | | Transport Assistant – GSA5 | | |
| | 1 | | Secretary/Data Entry Operator – GSA4 | | |
| | | 2 | Mail Runners (Pool) - GSB6 | | |
| | | 3 | Drivers/Mail Runners - GSB8 | | |
| Human Resource Management Unit | | | | | |
| 1 | | | Chief of HRM Unit – P3 | | |
| | 1 | | HR Assistant - GSA5 | | |
| 1 | | | IT Systems Administrator -P2 | | |
| | 1 | | IT Technician - GSA5 | | |
| | 1 | | Secretary/Data Entry Operator- GSA4 | | |
| | 1 | | Telephone Operator - GSA2 | | |
| 8 | 14 | 5 | SUB-TOTAL (C) | | |

| D. DEPT OF PLENARY, CONFERENCE & DOCUMENTATION | | | | | |
|-----------------------------------------------------------|---|---|-------------------------------------------|--|--|
| 1 | | | Deputy Clerk-P5 | | |
| 4 | | | Interpreter/Translator – P4 | | |
| | 1 | | Secretary-GSA4 | | |
| | | 1 | Mail Runner – GSB6 | | |
| Conference, Documentation & Archives Unit | | | | | |
| 1 | | | Chief of Conf., Doc. & Archives Unit - P3 | | |
| 1 | | | Document Controller – P2 | | |
| 1 | | | Documentalist-P1 | | |
| 1 | | | Research Officer – P2 | | |
| 1 | | | Librarian/Archivist - P2 | | |
| | 1 | | Cataloguer-GSA5 | | |
| | 1 | | Bilingual Secretary-GSA4 | | |
| | 1 | | Reproduction Technician & Binder-GSA4 | | |
| Plenary, Committees, Hansard and Journals Unit | | | | | |
| 1 | | | Chief of Unit – P3 | | |
| | 1 | | Secretary-GSA4 | | |

| | | | | | |
|----|---|---|----------------------------------|--|--|
| 1 | | | Commissions & Plenary Officer–P2 | | |
| 1 | | | Sub-Editor – P2 | | |
| 3 | | | Committee Assistants – P1 | | |
| 16 | 5 | 1 | SUB-TOTAL (D) | | |

| | | | | | |
|----|----|---|----------------------------|--|--|
| 33 | 29 | 7 | PAP STRUCTURE TOTAL | | |
| | 69 | | | | |

SUMMARY OF POSITIONS FUNDED BY MEMBER STATES

| Office | No of positions | Professional | General Service |
|------------------------------------------------------|-----------------|--------------|-----------------|
| A. Office of the PAP President | 4 | 2 | 2 |
| B. Office of the Clerk of Parliament | 16 | 7 | 9 |
| C. Department of Finance, Administration & HRM | 27 | 8 | 19 |
| D. Department of Plenary, Conference & Documentation | 22 | 16 | 6 |
| PAP STRUCTURE TOTAL | 69 | 33 | 36 |

No. of Special Appointees: 02 (Head of Bureau and Private Secretary)

No. of Professional positions to be subjected to AU Member States Quota: 32

BREAKDOWN OF POSITIONS BY GRADES

| Grade | D1 | P6 | P5 | P4 | P3 | P2 | P1 | GSA5 | GSA4 | GSA3 | GSA2 | GSB8 | GSB6 | TOTAL |
|--------------|----|----|----|----|----|----|----|------|------|------|------|------|------|-------|
| No. of Posts | 1 | 0 | 3 | 4 | 11 | 10 | 4 | 15 | 12 | 1 | 1 | 3 | 4 | 69 |

Professional Category

General Service Category

33. RECOMMENDATION 2:

FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN

The Sub-Committee took note of the financial implications of the recommended PAP structure amounting to US\$4,650,620.84 to be implemented over a period of five (5) years.

| Year | 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------|------|------|------|------|------|
| % of Budget | 40% | 15% | 15% | 15% | 15% |

34. RECOMMENDATION 3:

- A** In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B.** All existing staff of PAP shall compete with external candidates for the structured and budgeted positions in full transparency, equity and fairness and the PAP should submit Annual Recruitment Report to the PRC during budget consideration.
- C.** Recruitments for all Professional positions should be governed by the quota distribution of the African Union taking into account the regional distribution and gender balance.

I. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN COURT ON HUMANS AND PEOPLE'S RIGHTS (AFCHPR)

35. The proposal of AFCHPR was presented by the President of the Court. In his presentation, the President of the Court briefed the Sub-Committee on the development of the African Court structure. He indicated that the first two years 2006-2008 were devoted to the operationalization of the Court. As of 2009, the Court started performing its judicial functions and during this phase the Court realized that the initial take off structure was very weak and would not allow the Court to meet the expectations of the Assembly of the Heads of State and Government and the People of Africa. He also recalled the recommendations of the Auditors calling for strengthening the financial and administrative functions of the Court. He considered that the proposals were reasonable and that they will be implemented gradually over a number of years as the volume of work increases.

36. In the discussions that followed the Sub-Committee stressed the importance of the Court and the multiple competencies required to enable it effectively carry out its responsibilities. Some members of the sub-committee referred to the new protocol of the African Court combining its functions with those of ACHPR, Banjul – The Gambia and the need to review the structure again once the instruments were signed and ratified. Since the process of signing and ratification usually take a long time, the Sub-Committee decided to consider the proposals with a view to enabling AFCHPR to effectively address its mandate.

37. The Sub-Committee requested the Commission to guide it through the consideration of the proposals by providing information on the existing approved structure of the African Court, the new proposals and the standards job classifications, grading and nomenclature used in the structures of the Commission.

38. After careful consideration of the proposals and the clarifications provided by the President of the Court and representative of the Commission, the Sub-Committee made the following recommendations:

| | | EXISTING STRUCTURE | | | REVISED STRUCTURE APPROVED BY SUB-COMMITTEE | | | |
|-------------------------|----------------------------------------------------------|----------------------------|-------|----------|---------------------------------------------|-------|-----------|---------------------------------------|
| Office and Unit | | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| Office of the President | Residence of President | Security Guard | GSB8 | 2 | Security Guard | GSB8 | 2 | |
| | | Driver | GSB7 | 1 | Driver | GSB7 | 1 | |
| | | Household staff | GSB5 | 2 | Household staff | GSB5 | 2 | |
| | Bureau of President | - | - | - | Special Assistant | P4 | 1 | <i>Upgraded from P3 to P4</i> |
| | | - | - | 0 | Senior Audit Officer | P3 | 1 | <i>New Post</i> |
| | | - | - | 0 | Audit Assistant | GSA5 | 1 | <i>New Post</i> |
| | | Private Secretary | GSA5 | 1 | Private Secretary | GSA5 | 1 | |
| | | Driver | GSB7 | 1 | Driver | GSB7 | 1 | |
| | | Mail Runner | GSB6 | 1 | Mail Runner | GSB6 | 1 | |
| | Sub-Total Residence & Office of the President | | | 9 | | | 11 | |
| OFFICE OF REGISTRAR | Bureau of Registrar | | | | Registrar | D1 | 1 | <i>Upgraded from P6 to D1</i> |
| | | Deputy Registrar | P5 | 1 | Deputy Registrar | P5 | 1 | |
| | | - | - | 0 | Senior Legal Aid Officer | P3 | 1 | <i>New Post</i> |
| | | - | - | - | Court Recorder | P2 | 1 | <i>New Post</i> |
| | | - | - | 0 | Assistant Court Recorder | P1 | 1 | <i>New Post</i> |
| | | Court Clerk | GSA3 | 2 | Court Clerk | GSA3 | 3 | <i>1 Additional Post</i> |
| | | - | - | 0 | Driver-Mail Runner | GSB7 | 1 | <i>New Post</i> |
| | | Secretary | GSA4 | 1 | Secretary | GSA4 | 1 | |
| | | Mail Runner | GSB6 | 1 | Mail Runner | GSB6 | 1 | |
| | Info. & Comm. Unit | Snr. Info. & Comm. Officer | P3 | 1 | Snr. Info. & Comm. Officer | P3 | 1 | |
| | | - | - | - | - | - | 0 | <i>Transferred to Admin & Fin</i> |
| | | - | - | 0 | Info. & Comm. Officer | P2 | 1 | <i>New Post</i> |
| | | - | - | 0 | Webmaster | P2 | 1 | <i>New Post</i> |
| | Languages Unit | Translators-Interpreters | P4 | 4 | Translators-Interpreters | P4 | 4 | |
| | | - | - | 0 | Revisors | P4 | 4 | <i>New Posts</i> |
| | | - | - | 0 | Head of Secretary | GSA5 | 1 | <i>New Post</i> |

| | | EXISTING STRUCTURE | | | REVISED STRUCTURE APPROVED BY SUB-COMMITTEE | | | |
|-------------------------------|-------------------------------------------------|------------------------|-------|-----|---------------------------------------------|-------|----|---------------------------|
| Office and Unit | | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| | | Secretary | GSA4 | 4 | Secretary | GSA4 | 6 | 2 Additional Posts |
| | | - | - | | - | - | 0 | Transferred to Legal Div. |
| Sub-Total Office of Registrar | | | | 17 | 29 | | | |
| LEGAL DIVISION | Legal | - | - | 0 | Head of Legal Division | P5 | 1 | 1 New Post |
| | | - | - | 0 | Principal Legal Officer | P4 | 3 | 3 New Posts |
| | | Senior Legal Officer | P3 | 2 | Senior Legal Officer | P3 | 3 | 1 Additional Post |
| | | Legal Officer | P2 | 2 | Legal Officer | P2 | 4 | 2 Additional Posts |
| | Library, Archives, Documentation & Reproduction | Librarian | P2 | 1 | Librarian | P2 | 1 | |
| | | - | - | 0 | Archives & Indexing Officer | P2 | 1 | 1 New Post |
| | | - | - | 0 | Reproduction & Distr. Off. | P1 | 1 | 1 New Post |
| | | - | - | 0 | Librarian Assistant | GSA5 | 2 | 2 New Posts |
| | | Documentalist | P1 | 1 | Documentalist | P1 | 1 | |
| | | Filing Clerk | GSA3 | 1 | Filing Clerk | GSA3 | 1 | |
| | | - | - | 0 | Reproduction Clerk | GSA3 | 1 | From Languages Unit |
| | | - | - | 0 | Reprod. & Distribution Clerk | GSA3 | 1 | 1 New Post |
| Sub-Total Legal Division | | | | 7 | 20 | | | |
| FINANCE, ADMINISTRATION & HRM | Finance | | | | Head Finance & Admin Div. | P5 | 1 | 1 New Post |
| | | - | - | 0 | Snr. Finance Officer | P3 | 1 | 1 New Post |
| | | - | - | 0 | Finance Officer (Budg&Cert) | P2 | 1 | 1 New Post |
| | | Finance Officer | P2 | 1 | Finance Officer (Accounts) | P2 | 1 | |
| | | Assistant Accountant | GSA5 | 1 | Assistant Accountant | GSA5 | 2 | 1 Additional Post |
| | Human Resource | - | - | 0 | Senior HR & Admin Officer | P3 | 1 | 1 New Post |
| | | Human Resource Officer | P2 | 1 | Human Resource Officer | P2 | 2 | 1 Additional Post |
| | | Admin. Assistant (HR) | GSA5 | 1 | Admin. Assistant (HR) | GSA5 | 2 | 1 Additional Post |
| | | Filing Clerk | GSA3 | 1 | Filing Clerk | GSA3 | 1 | |
| | Procurement, Travel, | - | - | 0 | Proc. Travel & Stores | P2 | 1 | 1 New Post |

| | | EXISTING STRUCTURE | | | REVISED STRUCTURE APPROVED BY SUB-COMMITTEE | | | |
|----------------------------------------------------|----------------------------|---------------------|-------|-----|---------------------------------------------|-------|----|------------------------|
| Office and Unit | | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| | Transport & Stores | | | | Officer | | | |
| | | - | - | 0 | Stores Assistant | GSA5 | 1 | 1 New Post |
| | | - | - | 0 | Transport & Travel Assistant | GSA5 | 1 | 1 New Post |
| | | Receptionist | GSA2 | 1 | Receptionist | GSA2 | 1 | |
| | | Driver/Messenger | GSB7 | 1 | Driver-Mail Runner (Pool) | GSB7 | 3 | 2 Additional Posts |
| | | - | - | - | Cleaner/Mail Runner | GSB6 | 1 | Renaming |
| Fin, Admin & HRM | IT Services Unit | - | - | 0 | System Administrator (IT) | P3 | 1 | 1 New Post |
| | | - | - | 0 | ICT Specialist | P2 | 1 | From Info & Comm. Unit |
| | | - | - | 0 | IT Technician | GSA5 | 1 | 1 New Post |
| | Protocol | Protocol Officer | P2 | 1 | Protocol Officer | P2 | 1 | |
| | | Protocol Assistant | GSA5 | 1 | Protocol Assistant | GSA5 | 2 | 1 Additional Post |
| | Security & Safety Services | - | - | 0 | Senior Security Officer | P3 | 1 | 1 New Post |
| | | Security Supervisor | GSA5 | 1 | Security Supervisor | GSA5 | 1 | |
| | | Security Guard | GSB8 | 2 | Security Guard | GSB8 | 2 | |
| Sub-Total Finance, Administration & Human Resource | | | | 13 | 30 | | | |
| Total AFCHPR Structure | | | | 46 | 90 | | | |

39. RECOMMENDATION 1:**SUMMARY OF POSITIONS FUNDED BY MEMBER STATES**

| Office | No of positions | Professional | General Service |
|-------------------------------|-----------------|--------------|-----------------|
| Office of the President | 11 | 2 | 9 |
| Office of Registrar | 29 | 16 | 13 |
| Legal Division | 20 | 15 | 5 |
| Finance, Admin & HRM Division | 30 | 12 | 18 |
| | 90 | 45 | 45 |

Total no. of Professional positions: 45

Total no. of General Service positions: 45

No. of Special Appointees: 02 (Special Assistant and Private Secretary)

No. of Professional positions to be subjected to AU Member States Quota: 44

BREAKDOWN OF POSITIONS BY GRADES

| Grade | D1 | P6 | P5 | P4 | P3 | P2 | P1 | GSA5 | GSA4 | GSA3 | GSA2 | GSB8 | GSB7 | GSB6 | GSB5 | TOTAL |
|-----------------------|----|----|----|----|----|----|----|--------------------------|------|------|------|------|------|------|------|-------|
| No. of Posts | 1 | 0 | 3 | 12 | 10 | 16 | 3 | 15 | 7 | 7 | 1 | 4 | 6 | 3 | 2 | 90 |
| Professional Category | | | | | | | | General Service Category | | | | | | | | |

40. RECOMMENDATION 2:**FINANCIAL IMPLICATIONS AND RECRUITMENT IMPLEMENTATION PLAN**

The Sub-Committee took note of the financial implications of the recommended Court structure amounting to US\$5,112,372.54 to be implemented over a period of five (5) years. Taking into account that the Court already has an approved structure composed of 46 posts, it recommended that the new structure (44 posts) be implemented over a period of five (5) years as follows;

| Year | 2012 | 2013 | 2014 | 2015 | 2016 |
|-------------|------|------|------|------|------|
| % of Budget | 40% | 15% | 15% | 15% | 15% |

41. RECOMMENDATION 3:

- A. In line with Regulation 6.4 of the African Union Staff Regulations and Rules, the recruitment process shall be competitive and conducted transparently without any form of discrimination. All professional positions (D1 to P1) and General Service Category A positions (GSA6, GSA5 and GSA4) shall be opened to international competition by all African citizens.
- B. The African Court of Human and People's Rights shall ensure that all new positions are advertised and opened to competitions of both internal and

external candidates in full transparency, equity and fairness and the Court shall submit Annual Recruitment Report to the PRC during budget consideration.

- C. Recruitments for all Professional positions should be governed by the quota distribution of the African Union taking into account the regional distribution and gender balance.

J. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN PEAR REVIEW MECHANISM (APRM)

42. During the Structural Reforms meeting of the 12 December 2011, the Chairperson of the Sub-Committee read out a letter received from the Chairperson of the APRM Panel informing him the decision of the Extra Ordinary Summit of the NEPAD Heads of State and Government held in Algiers in March 2007 for not integrating the APRM in the AU System. Accordingly, the Chairperson of the APRM Panel requested the Sub-Committee on Structural Reforms to postpone the consideration of the APRM structure proposals. The Committee therefore, decided not to consider the item APRM.

K. CONSIDERATION OF THE PROPOSED STRUCTURE OF THE AFRICAN UNION COMMISSION

43. In line with the Executive Council decisions EX.CL/Dec.602 (XVIII) of January 2011 and EX.CL/Dec.646 of July 2011 requesting the PRC through its Sub-Committee on Structural Reforms to consider proposals for the structures of the Organs of the Union as well as the remaining structure proposals of the Commission, which were not considered by the previous Sub-Committee due to time constraint, the Commission had presented the following structures:

- a) Deputy Director Positions (1. Administration & Human Resources Management Directorate, 2. Social Affairs Department, 3. Peace and Security Department, 4. Rural Economy & Agriculture Department and 5. Infrastructure and Energy Department).
- b) Administration & Facility Management Division within the Directorate of Administration and Human Resource Management.
- c) Protocol Services Directorate.
- d) Publications Unit within the Directorate of Conference Management & Publication.
- e) Secretariat for Africa Sports Architecture.

44. The Sub-Committee noted the late submission of the documents on the proposed structure for the establishment and future funding of the Secretariat for Africa Sports Architecture by the Directorate of Social Affairs. The Sub-Committee was not in a position to consider the document and decided to defer its consideration to its next session after the January 2012 Assembly meetings along with the remaining proposals of the Commission.

45. Due to time constraint, the Sub-Committee had considered only the revised structure of the Administration and Facility Management Division as a matter of

urgency taking into consideration the handing over, overall management and training requirement for the new Conference Complex in January 2012. In a brief presentation, the Director of Administration & HRM presented the new Division as a merger between two existing Divisions (Administrative Services Division and Facility Management Division). He mentioned that this merger was necessitated due to the volume of work, challenges ahead in the management of the existing and new assets and the forthcoming projects of the Commission (residences of Deputy Chairperson and Commissioners, the African Village and the Peace and Security Complex). The new Division would enable rationalization of its administrative functions and to effectively and efficiently discharge its expanded responsibilities with the objective of attaining international standards and enhance the Commission's corporate image.

46. Following the consideration of the Commission proposals on the Administration and Facilities Management Division, the Sub-Committee made the following recommendations to the PRC.

47. RECOMMENDATIONS

- i) The Sub-Committee recommended to the PRC the following Structure for the proposed Division of Administration and Facilities Management Division as shown in the table below.
- ii) The Sub-Committee unanimously agreed to harmonize the post of Chief of Stores from grade P2 to P3 as the case for all other post of Chief of Unit in the structure of the Commission.
- iii) The Sub-Committee recommended that the Commission should submit a proposals on the rationalization and the most efficient use of the drivers (25) and Mail-Runners (23) taking into account its current programmes to move from paper to electronic based systems for all its management and administration functions.
- iv) The Commission should review the job descriptions of some of the approved posts with the view to ensure that the duties, responsibilities and competencies required for the job cover all the job functions that were initially proposed to the Sub-Committee and merged with the view to reduce staff cost.
- v) The recruitment of the new positions shall be implemented within the approved numbers and budget of the financial year 2012.

STRUCTURE OF THE ADMINISTRATION AND FACILITIES MANAGEMENT DIVISION

| EXISTING STRUCTURE | | | | PROPOSED STRUCTURE | | | |
|---------------------------------------|--------------------------------------------------|-------|-----|---------------------------------------------------|-------|----|----------------------------------------------------------------------------|
| Office and Unit | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| Office Head of Division | Head of Division | P5 | 2 | Head of Division | P5 | 1 | Abolish one P5 |
| | - | - | 0 | Administrative Assistant | GSA5 | 1 | New Post |
| | Secretary | GSA4 | 1 | Secretary | GSA4 | 1 | |
| Sub-Total Office of Head of Division | | | 3 | | | | 3 |
| EXISTING STRUCTURE | | | | PROPOSED STRUCTURE | | | |
| Office and Unit | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| Estate Development Unit | Chief of Unit | P3 | 1 | Chief of Unit | P3 | 1 | |
| | Estate Officer | P2 | 1 | Estate Officer | P2 | 1 | |
| | - | - | 0 | Building Engineer/Architect | P2 | 1 | New Post |
| | Secretary | GSA4 | 1 | Secretary | GSA4 | 1 | |
| Sub-Total Estate Development Unit | | | 3 | | | | 4 |
| EXISTING STRUCTURE | | | | PROPOSED STRUCTURE | | | |
| Office and Unit | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| Facilities Maintenance Unit | - | - | 0 | Chief of Unit | P3 | 1 | New Post |
| | - | - | 0 | Bldg automation & Sys Engineer | P2 | 1 | New Post |
| | - | - | 0 | Electro-Mechanical Engineer | P2 | 1 | New Post |
| | - | - | 0 | Electro-Mechanical Technician | GSA4 | 1 | New Post |
| | Maintenance Supervisor | GSA5 | 1 | Maintenance Supervisor | GSA5 | 1 | Existing |
| | Technicians (Plumber, Electrician and Carpenter) | GSA4 | 3 | Technicians (Electrician, Plumbing and carpenter) | GSA4 | 3 | Existing |
| | - | - | 0 | Assistant Technicians | GSB6 | 3 | Three New Posts |
| | - | - | 0 | Telecommunication Technician | GSA4 | 1 | Three (3) New Posts + Two existing to be deployed to MIS Division |
| | - | - | 0 | Assistant Telecom Technician | GSB6 | 1 | |
| | Telephone Operators | GSA2 | 2 | Telephone Operators | GSA2 | 3 | |
| | - | - | 0 | Secretary | GSA4 | 1 | New Post |
| Sub-Total Facilities Maintenance Unit | | | 6 | | | | 16 |

| | | EXISTING STRUCTURE | | | PROPOSED STRUCTURE | | | |
|----------------------------------------|--|----------------------------------------------------------------------|-------|-----|------------------------------------------------------------------------------------|-------|-----|--------------------------------|
| Office and Unit | | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| FACILITIES MANAGEMENT UNIT | | - | - | 0 | Chief of Facilities Mgt. Unit | P3 | 1 | <i>New Post</i> |
| | | - | - | 0 | Facilities Management officer | P2 | 1 | <i>New Post</i> |
| | | - | - | 0 | Housekeeping, Events and Functions Supervisor | GSA5 | 1 | <i>New Post</i> |
| | | - | - | 0 | Function and Events Helpers | GSB5 | 1 | <i>New Post</i> |
| | | - | - | 0 | Secretary | GSA4 | 1 | <i>New Post</i> |
| Sub-Total Facilities Management Unit | | | | 0 | | | 5 | |
| | | EXISTING STRUCTURE | | | PROPOSED STRUCTURE | | | |
| Office and Unit | | Job Title | Grade | Qty | Job Title | Grade | No | Remarks |
| ADMINISTRATIVE SERVICES UNIT | | Chief of Registry | P2 | 1 | Chief of Administrative Unit | P3 | 1 | <i>Upgrading from P2 to P3</i> |
| | | Registry Supervisor | GSA5 | 1 | Registry Supervisor | GSA5 | 1 | |
| | | Registry Clerks | GSA3 | 4 | Registry Clerks | GSA3 | 4 | |
| | | Mail Runners | GSB6 | 23 | Mail Runners | GSB6 | 23 | |
| | | Transport Supervisor | GSA5 | 1 | Transport Supervisor | GSA5 | 1 | |
| | | - | - | 0 | Vehicle Ctrl, Insp. & Dispatch Clerk | GSA4 | 1 | <i>New Post</i> |
| | | Drivers | GSB7 | 25 | Drivers | GSB7 | 25 | |
| | | - | - | 0 | Laundry Operator | GSA3 | 1 | <i>New Post</i> |
| | | Household staff Res. of Elec Officials -5 CP, 3 DCP & 3/Commissioner | GSB5 | 32 | Household staff Residence of Elected Officials (5 CP, 3DCP and 3 per Commissioner) | GSB5 | 32 | |
| Sub-Total Administrative Services Unit | | | | 88 | | | 90 | |
| GRAND TOTAL | | | | 100 | | | 118 | |

HARMONISATION OF GRADE FOR THE CHIEF OF STORES UNIT

| | | | | | | | |
|---------------------------|----------------------|----|---|----------------------|----|---|------------------------------|
| Procure & Travel Division | Chief of Stores Unit | P2 | 1 | Chief of Stores Unit | P3 | 1 | <i>Upgrade from P2 to P3</i> |
|---------------------------|----------------------|----|---|----------------------|----|---|------------------------------|

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