



Ministry of Civil Service and Administrative Reforms

13 December 2007

Ministry of Civil Service and Administrative Reforms

Circular Letter No 57 of 2007

E/75/139/01

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Vacancy at the African Union

The African Union is inviting applications for the post of Director of Social Affairs in the Department of Social Affairs which deals mainly with Health/Nutrition, HIV/AIDS, Population, Labour-Employment-Migrants, Social Welfare, Vulnerable Groups, Sports, Culture, and Drug Control issues. A copy of the vacancy announcement which outlines the requirements for the post is enclosed.


2. Applicants should among others have:

- (a) At least a Masters Degree in the Social Sciences or Social Development or Law or Development Studies;
- (b) At least 10 years of appropriate experience of which at least 5 years should be in senior management position, including design and development of policies and strategies. Experience in social and human development policy design and implementation will serve as an advantage;
- (c) Working Knowledge of policy analysis and development and programme/project management, implementation and monitoring;
- (d) Computer skills; and
- (e) Proficiency in one of the African Union languages. Knowledge of one or several other working languages would be an added advantage.

3. Potential and interested candidates should submit the following:
- (a) A letter stating reasons for seeking employment with the African Union Commission;
 - (b) A detailed and updated Curriculum Vitae, indicating their nationality, age and gender;
 - (c) Names and contact details (including e-mail address) of three references; and
 - (d) Certified copies of degrees and diplomas.
4. Bearing in mind the importance of improving the representation of appropriately qualified women at Senior levels in the Commission, women are encouraged to apply.
5. Candidates should forward their application for the above post not later than Friday, 21st December 2007 and addressed directly to:

African Union Commission,
Addis Ababa (Ethiopia),
P.O. Box 3243,
Fax:+251-1-5525840/5510430
Email: au-rec

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.


P. Jhugroo
Supervising Officer

Copy to: Secretary to Cabinet and Head of the Civil Service

SuH/Circular/vacancy

AFRICAN UNION
الاتحاد الأفريقي



UNION AFRICAINE
UNIÃO AFRICANA

Addis-Abeba (ETHIOPIE) P. O. Box 3243 Téléphone 5517 700 Fax : 551 78 44
Website : www.africa-union.org

ADVERTISEMENT: DIRECTOR OF SOCIAL AFFAIRS

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership Worldwide. Its Headquarters is located at Addis Ababa, capital city of Ethiopia.

In seeking to achieve this objective, the African Union intends to strengthen its capacity to deliver by, amongst others, the implementation of its organizational structure and the filling of the vacant post of Director of Social Affairs.

The Commission of the African Union invites applicants who are citizens of Member States for a position in the Department of Social Affairs which deals mainly with Health/Nutrition, HIV/AIDS, Population, Labour-Employment-Migrants, Social Welfare, Vulnerable Groups, Sports, Culture, and Drug control issues.

1. Post

Post title: Director

Post level: D1

Duty Station: ADDIS ABABA

Immediate Supervisor: Commissioner for Social Affairs

2. Major duties and responsibilities

- a. To advise the Commissioner on policy and strategy matters and assist in developing and supervising work programmes and in developing partnership relations;
- b. To prepare a plan of action, organise and coordinate programmes and activities of the Department and ensure their implementation;
- c. To provide quality assurance in the programmes by ensuring that they meet the overall objective of the Department;
- d. To provide technical guidance and ensure efficient functioning of supervised Divisions;
- e. To build and maintain good working relations with other Departments/Directorates/Offices;
- f. To develop and maintain appropriate working relations with partners of the African Union, on social and development issues;
- g. To promote best practices and appropriate working systems;
- h. To develop and promote a rights-based approach framework for each thematic programme of work within the department;
- i. To ensure overall accountability for the effective management of the Department including financial control and budgeting, quality of work, personnel, performance management, discipline and training in conformity with relevant policies and procedures;
- j. To produce and submit periodic reports of activities and specific missions;
- k. To perform any other duties as may be assigned.

3. Educational Qualifications: Candidates must have at least a Masters Degree in the Social Sciences or Social Development or Law or Development Studies.

4. Work experience requirement: Candidates must have at least 10 years of appropriate experience of which at least 5 years should be in Senior Management position, including design and development of policies and strategies. Experience in social and human development policy design and implementation will serve as an added advantage.

5. Other relevant skills

- Computer literacy;
- Working knowledge of policy analysis and development and programme/project management, implementation and monitoring ;
- Management experience, excellent interpersonal skills and ability to organize and motivate others and to work in a multi-cultural environment;
- Excellent drafting and reporting skills.
- Good communication and negotiating skills;
- Good planning and organisational skills.

6. Language requirement: Proficiency in one of the AU working languages... Knowledge of one or several other working languages would be an added advantage.

7. Age requirement: Candidates must preferably be between 35 and 50 years old.

8. Tenure of Appointment: The appointment will be made on a fixed term contract for a period of three (3) years, of which the first twelve months will be considered as a probationary period. Thereafter, the contract will be for a period of two years renewable, subject to satisfactory performance.

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

10. Application: To apply, please submit the following:

- a. A letter stating reasons for seeking employment with the AU Commission;
- b. A detailed and updated CV, indicating your nationality, age and gender;
- c. Names and contact details (including e-mail address) of three references;
- d. Certified copies of degrees and diplomas.

11. Remuneration : Indicative basic salary of US\$58,449.00 per annum plus other related entitlements (eg. post adjustment, housing allowance, education allowance, etc) in accordance with the Rules and Regulations governing International Civil Servants of the Commission.

The applications must be received not later than FRIDAY, DECEMBER 21ST, 2007, and should be addressed to:

AU Commission
Addis Ababa (Ethiopia)
P.O. Box 3243
Fax: +251-1-5525840/5510430
E-mail: au-rec